



All members of Cullompton Town Council are hereby summoned to attend
a meeting of the **Town Council** to be held on
Thursday 12 March 2020 commencing 7pm at Cullompton Town Hall

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 5 March 2020

AGENDA

PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relating to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each person.

1. **APOLOGIES:** To receive apologies for absence. 7.00-7.05
2. **DECLARATIONS OF INTERESTS:** Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
3. **CLIMATE CHANGE DECLARATION:** To sign. 7.05-7.30
4. **PUBLIC PARTICIPATION:** To allow members of the public present at the meeting to raise matters which are relevant to Cullompton. Up to 3 minutes will be allowed for each person. 7.30-7.45
5. **MINUTES:** To consider and approve the Minutes of the previous meeting held on 27 February 2020 (Appendix A).
6. **RESOLUTIONS:** To note (Appendix B). 7.45-7.50
7. **BUSINESS DEFERRED FROM THE PREVIOUS MEETING**
 - (a) **COMMITTEES AND WORKING GROUPS:** To receive the draft Minutes of the following Committees and Working Groups and approve the recommendations contained therein: 7.50-8.05

- (i) **Community Wellbeing Committee** meeting held on 16 January 2020 (Appendix C) and 6 February (Appendix D). Including the following recommendation:

“That the Council sell its Ex-BT phone kiosk to the London Fine Antiques Centre for the sum of £300.00 and these sale proceeds are to be used (in whole or in part) for a community event, project or facility within Cullompton”.

- (ii) **Town Centre & Economic Development Committee** meeting held on 27 January 2020 (Appendix E).
- (iii) **Cemetery & Town Hall Committee** meetings held on 17 January (Appendix F), 23 January (Appendix G), 6 February (Appendix H).
- (iv) **Planning & Licensing Committee** meetings held on 23 January 2020 (Appendix I) and 13 February (Appendix J).
- (v) **Policy Finance and Personnel Committee** meeting 13 February 2020 (Appendix K).

- (b) **COMMUNITY AND ENVIRONMENT** 8.05-
 - (i) Local Government Boundary Review: To consider response (Appendix L.) 8.2 0
 - (ii) Swallow Way: To consider request for highway safety measures in Swallow Way (Appendix M).

- (c) **CORRESPONDENCE:** Devon County Council: Fore Street/Exeter Hill footway maintenance scheme. 8.20-8.25

- 8. **BUSINESS AND FINANCE** 8.25-
 - (i) **Payments:** To examine and agree the accounts due for payment (a schedule of payments will be issued prior to the meeting). 8.30

- 9. **WALES AND WEST UTILITIES:** To receive confirmation that Fore Street gas pipe upgrade work has been completed (Appendix N). 8.30-8.35

- 10. **TOWN HALL:** To consider recommendation from Cemetery & Town Hall Committee that the Council supports the refurbishment of the Town Hall along the lines of the feasibility study conducted in 2015 (Appendix O). 8.35-8.45

- 11. **CORRESPONDENCE**
 - (i) **Devon County Council:** Road closure Tiverton Road from a point 98m west of its junction Fore Street, for a distance of 22m in a westerly direction for provision of high speed fibre cabling 11 May – 15 May
 - (ii) Any correspondence received after the date of this agenda.

RECOMMENDATION: that due to the sensitive/commercial nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

- 12. **CONTRACT FOR MANAGEMENT OF ST ANDREWS CAR PARK:** To approve variation to contract (to be sent under separate cover). 8.45-8.55

13. DATE OF NEXT MEETING: Thursday 26 March 2020 at 7pm.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.



Minutes of a meeting of Cullompton Town Council held on Thursday 27 February 2020 commencing 7pm at Cullompton Town Hall

Present: Cllr Lloyd Knight (in the chair) and Cllrs: Eileen Andrews, James Buczkowski, Matthew Dale, Gordon Guest, Kate Haslett, Janet Johns, Will Jones, Ian Morton, Michelle Rowe and Martin Smith.

Also in attendance: MDDC Cllr Nikki Woollatt, DCC/MDDC Councillor John Berry, approximately 6 members of the public and one member of the press.

Judy Morris: Town Clerk

Joy Norris: Incoming Town Clerk

194. APOLOGIES received and accepted from Cllrs Kerry Baldwin (personal), Gordon Guest (unwell) and Kate Haslett (personal).

195. DECLARATIONS OF INTERESTS: None.

196. PUBLIC PARTICIPATION

Ian Emmett: Asked the Council if it will be supporting the Master Planning exercise in words and actions. He referred to two items that are on the agenda for discussion later in the meeting:

Town Clerk will respond to Mr Emmett.

197. PRESENTATION: Connecting the Culm project (Steven Johnson, Devon County Council): Steven Johnson explained that it is a partnership project between MDDC/DCC and the National Trust to connect local people with the river. Members of the public are encouraged to attend workshops being held in Bradninch and Kentisbeare to contribute local knowledge and find out how to get involved. There is also an on-line survey.

The Town Mayor thanked Steven Johnson and his colleague for attending to make the presentation and they left the meeting.

198. MINUTES: The Minutes of the previous meeting held on 13 February 2020 were approved and signed as a correct record. Proposed Cllr Will Jones, seconded Cllr Janet Johns.

199. RESOLUTIONS: Noted

200. REPORTS

(i) **Town Mayor's Report:** Very quiet month, nothing to report.

(ii) **County/District Councillor Reports.**

Mid Devon District Councillor Nikki Woollatt had submitted a written report which had been circulated to all Councillors prior to the meeting.

DCC/MDDC Councillor John Berry circulated a written report at the meeting

MDDC Councillor Eileen Andrews reported on external repairs to the council's housing stock.

- (iii) **Clr Will Jones** reported, on behalf of the Community Wellbeing Committee, about the progress of arrangements for the VE Day celebrations. He explained that volunteers are needed to help on the day, anyone willing to help should contact Clr Will Jones or the Deputy Town Clerk.

201. COMMITTEES AND WORKING GROUPS: To review membership

RESOLVED: That Clr Justin Lochhead becomes a member of the ICT Working Group, Planning & Licensing Committee, Policy, Finance and Personnel Committee and the Town Centre & Economic Development Committee. Proposed Clr Lloyd Knight, seconded Clr Russ Murch.

202. BUSINESS AND FINANCE

(i) Payments

RESOLVED: That invoices totalling £5052.72 (Purchase Daybook Page 433) are approved for payment. Proposed Clr Will Jones, seconded Clr Robert Dietrich.

(ii) Financial Reports: To receive Financial Reports for January 2020:

- (a) Bank Reconciliation: Noted
- (b) Balance Sheet: Noted
- (c) Income & Expenditure report: Noted
- (d) Credit card payments: Noted

- (iii) **Leat desilting: To consider request from the Leat Working Group:** Clerk reported that the Leat Preservation Trust has agreed to make a contribution towards the cost. It was queried whether a licence is required to carry out this work.

RESOLVED: That the Council approves the recommendation from the Leat Working Group to accept the lowest estimate of £400 to desilt the leat from Head Weir for about 500-600 metres subject to:

- (a) Any necessary permits/licences being obtained and
- (b) Other organisations putting in what support and funding they can (looking for support from Leat Conservation Board, Devon County Council and Mid Devon District Council).

Proposed Clr Martin Smith, seconded Clr James Buczkowski.

- (iv) **Submission of grant application: To receive details:** Clerk reported that, unfortunately, an application to the UK Youth Fund had been unsuccessful.

- (v) **Lease for siting of Container at Knightswood: To receive report and agree way forward:** It was noted that the lease, which was originally for 5 years, was signed in 2017 but has never been completed. MDDC would like confirmation of whether the Town Council is happy to complete on the lease with an end date of 31 March 2022

or whether it would prefer to extend the lease on the understanding that if the lease is for longer than 6 years it will need to be registered and this will incur a charge.

RESOLVED: That the Town Council accepts the end date of the lease as 31 March 2022 and then reviews. Proposed Cllr James Buczkowski, seconded Cllr Lloyd Knight

203. MOTIONS PUT FORWARD BY COUNCILLORS

- (I) That Cullompton Town Council arranges to secure the freehold of 19 High Street in order that it can be used for a community project (Cllr Martin Smith).

Note: It was resolved that the above item was deferred until the end of the meeting and dealt with as Part 2 Business, a recorded vote was taken as follows:

FOR: Cllrs Matthew Dale, Robert Dietrich, Janet Johns, Lloyd Knight, Justin Lochhead, Russ Murch, Michelle Rowe and Martin Smith.

AGAINST: Cllrs Eileen Andrews. James Buczkowski, Will Jones and Ian Morton.

It was then agreed not to go into closed session and the public were invited to stay.

A power point presentation of the draft Business Plan for the purchase and development of 19 High Street was made by Cllr Martin Smith. Discussion included:

- There appears to be a demand for incubator and start-up units in Cullompton.
- The most effective form of governance arrangement for the project has not yet been determined. It was suggested that this will be some form of Community Interest Company (CIC) working closely with the Town Council and the community.
- The main focus at present is the acquisition of the site.
- The site is currently under the control of Mid Devon District Council who are looking for offers in the region of £100k.
- MDDC has intimated that it will look favourably on an offer from the Town Council if the project is for community benefit.
- Concerns raised about: surveys which will need to be carried out, financial risk to the council, management costs.

RESOLVED: That, as the time is now 9pm, the meeting is extended until 9.15pm. Proposed Cllr Lloyd Knight, seconded Cllr Will Jones.

Discussion about management of the proposed start-up units, the role of the Council in the project and the financial risk if the Council purchase the land and then leases the site to a Community Interest Company.

Need to show that the Council has considered the risk and carried out due diligence. It was suggested that the Council will need to be very involved in the project in order to protect its investment.

RESOLVED: That, as the time is now 9.15pm, the meeting continues until 9.30pm. Proposed Cllr Lloyd Knight, seconded Cllr Michelle Rowe.

It was acknowledged that there are still a lot of questions to be answered but a lot of ground has been covered since the first meeting with MDDC 6 weeks ago when the Council was given a deadline of 28 Feb 2020 to submit its bid.

RESOLVED: That the Town Council offers £50,000 for the freehold of the site, to be funded through the Council's reserves, subject to contract and surveys and offer the following terms of contract:

- (i) That, should at any time in the future, the Town Council decide to sell the site it will undertake to pay Mid Devon District Council 50% of any uplift in the value over and above the purchase price.
- (ii) That, 10% of all future lease income received by the Town Council from the Community Interest Company, will be paid to Mid Devon District Council.

Proposed Cllr James Buczkowski, seconded Cllr Matthew Dale (unanimous).

It was further

RESOLVED: That a further £10,000 is taken from the Council's reserve fund to pay for costs associated with the purchase such as legal fees and surveys. Proposed Cllr James Buczkowski, seconded Cllr Matthew Dale.

RESOLVED: That, as the time is now 9.30pm, the remaining agenda items are deferred until the Council's next meeting on 12 March 2020.

COMMITTEES AND WORKING GROUPS: To receive the draft Minutes of the following Committees and Working Groups and approve the recommendations contained therein:

COMMUNITY AND ENVIRONMENT

- (i) Local Government Boundary Review: To consider response.
- (ii) Swallow Way: To consider request for highway safety measures in Swallow Way

CORRESPONDENCE

- (i) Devon County Council: Fore Street/Exeter Hill footway maintenance scheme

CONTRACT FOR MANAGEMENT OF ST ANDREWS CAR PARK: To approve variation to contract (to be sent under separate cover).

204. DATE OF NEXT MEETING: Thursday 12 March 2020 at 7pm.

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
23/01/2020	Cllr Gordon Guest nominate to fill a vacancy on DALC County Committee	Nil	TC	High	Application submitted, Cllr Guest elected to fill the vacancy.
23/01/2020	That the Economic Development Working Group becomes a full Town Council Committee in order to take forward the project to acquire and develop the vacant site at 19 High Street	Nil	TC	Medium	Membership of Committee to be approved at TC meeting 12/03/2020
23/01/2020	Cllr Matthew Dale confirmed as a signatory on Council bank accounts	Nil	TC	Medium	Completed
23/01/2020	That Clause 4.1(b) is removed from the contract as it conflicts with clause 2.3. That a commitment is included in the Agreement that the pay and display machins is repaired promptly, say within 24 Hours. Revised contract to be brought to the next meeting.	Nil	TC	High	<p>DCC informed - response: I do not think we can make that commitment, as some faults cannot be remedied without supply of new parts.</p> <p>I would suggest that we can commit to “attending” within 48 hours of report, in the majority of cases issues are simple (coin or ticket jams) and could be sorted with that first visit.</p> <p>The alternative is to purchase a second machine to build additional resilience, but I do not think the argument would stack up financially.</p>

27/02/2020	That the Council approves the recommendation from the Leat Working Group to accept the lowest estimate of £400 to desilt the leat from Head Weir for about 500-600 metres subject to: Any necessary permits/licences being obtained and (b) Other organisations putting in what support and funding they can (looking for support from Leat Conservation Board, Devon County Council and Mid Devon District Council).	£400	TC	Medium	Advice being sought re licence/permit for removal of silt from leat
27/02/2020	That the Town Council accepts the end date of the lease for the container at Knightswood as 31 March 2022 and then reviews.	Nil	TC	Medium	MDDC informed
27/02/2020	That the Town Council offers £50,000 for the freehold of the site, to be funded through the Council's reserves, subject to contract and surveys and offer the following terms of contract: (i) That, should at any time in the future, the Town Council decide to sell the site it will undertake to pay Mid Devon District Council 50% of any uplift in the value over and above the purchase price.ii) That, 10% of all future lease income received by the Town Council from the Community Interest Company, will be paid to Mid Devon District Council.	£50,000	TC	High	Offer submitted
27/02/2020	That a further £10,000 is taken from the Council's reserve fund to pay for costs associated with the purchase such as legal fees and surveys.	£10,000	TC		



Minutes of the Community Wellbeing Committee meeting held on Thursday 16th January 2020 at 7:00pm at the Town Hall

Membership: Councillors: Eileen Andrews, Janet Johns, Will Jones (Chair), Russell Murch, Ian Morton, Michelle Rowe + & Lloyd Knight (Ex-officio)

Present: Councillors: Will Jones (Chair), Lloyd Knight, Ian Morton & Michelle Rowe
Also present: Nick Savage – Footpath Warden & 1 no. member of the public
Clerk: Maria Weston (Deputy Town Clerk)

It is noted that this meeting is being recorded.

- 1. APOLOGIES:** Received & accepted from Councillors: Eileen Andrews (transport issues), Janet Johns (unwell) & Russell Murch (work).
- 2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.
- 3. PUBLIC PARTICIPATION:** None.
- 4. MINUTES:** To receive and approve the Minutes of the Committee Meeting held on 21st November 2019.
RESOLVED: The Minutes of the Community Wellbeing Committee meeting held on 21st November 2019 are approved and signed as a correct record.
Proposed: Cllr. Jones Seconded: Cllr. Jones Vote: All in favour
- 5. RESOLUTIONS:** To receive and to note list. Noted.

Ex- BT Phone kiosk: The Clerk advised:

- that there does not appear to be any restriction in the contract (between the Council and BT) to the Council selling the Ex-BT phone kiosk to a 3rd party but clarification will be sought from BT;
- the Council does not have an E-bay account or other internet selling platform account;
- that 1 no. local Auctioneer had been contacted to ask if they would sell the kiosk (in situ) on behalf of the Council. They will assess the kiosk to determine whether it would be feasible to sell. This option would involve selling fees.
- A local Antiques Centre (London Fine Antiques – Ex-Fagins Antiques) was contacted to ask if they would sell the kiosk (in situ) on behalf of the Council. The proprietor explained that selling on an auction basis, on behalf of the Council may prove problematic as the kiosk is fixed and the purchaser would have all the added costs of transportation etc., on top of fees and the Council would also have to pay vendor fees. He would:
 1. be prepared to offer £300.00 to purchase the kiosk from the Council;
 2. pay for all dismantling and transportation costs;
 3. locate the kiosk within the confines of his business grounds (yard);

4. look to do 'something exciting' with the box that was 'community minded', perhaps exploring the possibility of installing a defibrillator if there was a call for this in the local area.

In addition:

5. A local group, the Hele Village Society (Friends Group) would be pleased if the box were bought by the Antique Centre as this could be a project they might like to be involved in;
6. The sale would be on the proviso that the proprietor would not sell the kiosk on.

NOTE: Cllr. Knight declared a personal interest as he has an association with the Hele Friends Group.

Discussion ensued and the Committee considered the various options available to the Council. Members agreed that they would like to accept the offer from the London Fine Antiques Centre to purchase the Ex-BT phone kiosk for the sum of £300.00 and would be pleased if the buyer, if minded to, were to install a defibrillator or similar, for community benefit.

RECOMMENDATION: That the Council sell its Ex-BT phone kiosk to the London Fine Antiques Centre for the sum of £300.00 and these sale proceeds are to be used (in whole or in part) for a community event, project or facility within Cullompton.

Upon purchase, the buyer:

- i) must remove the ex-BT phone kiosk from its current location;
- ii) make their own transportation arrangements;
- iii) is liable for all transportation and rejuvenation costs;
- iv) must ensure that the site is left in a safe, clean and presentable condition.

Proposed: Cllr. Morton Seconded: Cllr. Jones Vote: 3 no. in favour, 1 no. abstention

NOTE: As this item was not on the Agenda this Recommendation will be confirmed at the next meeting of the Committee.

Leat Light: The Clerk has visited the Cullompton Tesco store to discuss this issue but was unable to speak with the Manager. A message has been left (with a staff member) regarding the Council's request 'for consideration to be given by Tesco to install a light on the Leat pathway, directly behind the Tesco car park as this section of the path is very dark - a potential health and safety issue'. Clerk to follow up.

Bridge Kit: Footpath Warden has measured the bridge span but Mid-Devon District Council will not allow any Section 106 monies to be used for any Public Rights of Way works.

6. PUBLIC RIGHTS OF WAY:

- i) **Footpath Warden:** To receive (verbal) report from Footpath Warden (Mr. Savage): Finger post kits are available for free from DCC. There are 5 no. walks around Cullompton which are Public Rights of Way. At the last meeting it was agreed that each sign denoting a designated footpath walk should also have the Council's logo. The Footpath Warden will investigate costs and DCC's position with this.
- ii) **P3 (Public Rights of Way) Forms:** To approve the Parish Paths Partnership forms for submission to Devon County Council.

The Annual Parish Survey has been completed. The Deadline for P3 grant applications is 17th February 2020. The Town Council will receive a set amount of money per mile of parish pathways for routine maintenance but needs to apply for a grant for any additional works e.g. In the current year, the Council used P3 monies to cut hedges at Higher Mill, install a railing at the Station Road end of the Leat path and for a bridge at Old Hill.

Discussion ensued with regard to what works will be required in the next financial year. It was agreed that the Council should apply for a grant to pay the labour costs of installing 3 no. gate kits to replace stiles – Devon County Council will supply the kits. Warden will investigate costs and will advise the Clerk.

iii) Leat (Mill Stream): To receive (verbal) update on the Leat (Mill Stream) project.

Clerk advised:

- The first meeting of the Cullompton Leat Working Group has been set for 27th January 2020 at 5:00pm at the Town Hall. Riparian owners and landowners have been invited. The Council will act as facilitators but the group is expected to arrange necessary works* and to source funding (e.g. grants);
- The Council's primary concern with the Leat is the erosion of banks, specifically where this is impacting on the footpath (Public Right of Way). All additional works* will be addressed by the Working Group.

The Clerk recently arranged a Leat site visit and walked the Footpath with a contractor with a view to obtaining an estimate to compile a specification of works. This will cost a few hundred pounds approximately. Discussion ensued and it was:

RESOLVED: To allocate £300.00 (maximum) from the current balance of the P3 budget to pay for a specification of works to address the erosion of the banks where this is impacting on the footpath (Public Right of Way).

Proposed: Cllr. Morton Seconded: Cllr. knight Vote: All in favour

Members discussed the Councils intention for a no stile policy and it was agreed that gates should be installed to replace all stiles (where possible).

RESOLVED: Estimates should be obtained for the installation of 3 no. gates to replace stiles and paid for using the balance of P3 monies *after* the Leat (erosion of banks) specification has been paid. Any extra cost that is less than £500.00 should be added to the P3 grant application for the next financial year. If the balance to be paid is more than £500.00 then the Clerk should refer this back to the Community Wellbeing Committee to obtain further funding.

Proposed: Cllr. Morton Seconded: Cllr. Rowe Vote: All in favour

The Chair thanked the Footpath Warden and it was:

RESOLVED: The Community Wellbeing Committee extend a vote of grateful thanks to Cullompton's Footpath Warden.

Proposed: Cllr. Morton Seconded: Cllr. Knight Vote: All in favour

iv) Any other Public Rights of Way matters. None.

7. FINANCE:

To receive Committee Income & Expenditure Report.

RESOLVED: To approve the Community Wellbeing Committee Income & Expenditure Report.

Proposed: Cllr. Morton Seconded: Cllr. Rowe Vote: All in favour

NOTE: The Footpath Warden left the meeting.

8. COMMUNITY & ENVIRONMENT:

i) MAYORAL CHAIN: To receive report, agree any action to be taken and to allocate a budget –
Deferred from previous meeting

The Policy, Finance & personnel Committee have not allocated any budget for any work to be carried out on the Mayoral chain. All names are up-to-date and there will be 2 no. links available once the previous & current Mayors' names are added. It was:

RESOLVED: The Community Wellbeing Committee will re-visit the consideration of any work required to the Mayoral chain after a period of 2 no. years has elapsed (in 2022).

Proposed: Cllr. Jones Seconded: Cllr. Morton Vote: All in favour.

ii) LITTER BIN PROVISION: To consider and to agree new litter bin/s provision on Tiverton Road.

The Clerk advised:

- The Maintenance Supervisor has, as requested, assessed the level of litter on Tiverton Road (at the top of Shortlands Road) and although this was considered to be not too bad, there was evidence of rubbish being thrown in the hedge and on the grass behind the bench at the top of Shortlands Road. In addition, both local residents and the Mid-Devon Street Cleaner had been picking up rubbish periodically.
- A subsequent complaint has been received from another member of the public about the level of rubbish along Tiverton Road and this was supplied to members. Discussion ensued and it was:

RESOLVED: That the Council should purchase 1 no. litter bin from Mid-Devon District Council at a cost of £251.51 with the bin to be emptied once per week at a cost of £260.00 per annum. The bin should be located adjacent to the bench at the top of Shortlands Road (junction of Tiverton Road).

Proposed: Cllr. Rowe Seconded: Cllr. Knight Vote: All in favour.

NOTE: Budget line: Town Maintenance.

NOTE: The Committee will consider further litter bin provision for the town in the next financial year.

iii) V E DAY: To receive an update report. Noted.

The Clerk updated members with the latest position with the V E Day celebration arrangements and advised that 3 no. posters had been made which will advertise the event, request assistance and the loan/donation of items for the proposed WWII Exhibition.

Cllr. Smith has mooted the idea of the Council working in conjunction with the Church- the Clerk is awaiting a response from St. Andrews Church as to whether this is feasible. Members felt this would be a good idea and it was:

RESOLVED: That the Council's V E Day 75th Anniversary WWII Exhibition should be located in St. Andrews Church, if practicable.

Proposed: Cllr. Jones Seconded: Cllr. Rowe Vote: 2 no, for, 2 no. abstentions

The Clerk advised that whilst the CCA had kindly agreed that the V E Day Vintage Sports Day could be held at the fields, the Council would need to address the issue of toilet provision and also the possibility that there is occasional flooding. Discussion ensued and it was:

RESOLVED: That the Clerk should contact Cullompton Football Club to ask if it would allow members of the public attending the V E Day Event to use its toilet facilities. If this is not approved, the Clerk should investigate the cost to supply portaloos at the CCA Fields.

Proposed: Cllr. Knight **Seconded:** Cllr. Morton **Vote:** All in favour.

The Clerk advised that investigations have been carried out with regard to other possible venues such as the Culm Valley Leisure Centre and the Rugby Club which are both agreeable (in principle), to the Council using their facilities for the V E Day Vintage Sports Day Event. Discussion ensued. The Clerk supplied members with the Rugby Club Chairman's comments and it was agreed, taking everything into account, that the Rugby Club would be the preferred venue. Members felt that a picnic would be a good idea, with members of the public bringing their own food. It was also mentioned that the Rugby Club has its own bar and if it were to provide alcohol, then the sale of this would be covered by their licence.

It was agreed that the V E Day celebration Event would require more time than that which was available at this meeting and it was:

RESOLVED: That an extraordinary meeting of the Community Wellbeing Committee is held to discuss the V E Day 75th Anniversary Event arrangements and to finalise the time-line. Clerk to arrange as soon as possible.

Proposed: Cllr. Knight **Seconded:** Cllr. Rowe **Vote:** All in favour.

- iv) **FALCON BUS STOP:** To consider the provision of a litter bin on the post at the planned re-located bus stop.

The Clerk explained that the bus stop is due to be moved across the road and asked if the Committee would consider the installation of a small litter bin to be erected on the post. It was:

RESOLVED: That Stagecoach should be asked to pay for the installation of a litter bin to be erected on the Falcon bus stop. The Council would be happy to pay for this to be emptied on the proviso that the cost does not exceed that of emptying a normal sized litter bin.

Proposed: Cllr. Jones **Seconded:** Cllr. Morton

NOTE: Budget Line: Town Maintenance

- v) **IDEAS CAFÉ:** To consider the provision of an Ideas Café and to allocate a budget.

This has been proposed by the Climate Change Working Group and it was:

RESOLVED: That the Community Wellbeing Committee agree to allocate a budget of £100.00 to cover the cost of refreshments and materials for the Ideas Café on Saturday 11th April 2020. This will be put forward as a Motion on the next Full Council Agenda.

Proposed: Cllr. Jones **Seconded:** Cllr. Knight **Vote:** All in favour.

9. **CORRESPONDENCE:** Any correspondence received after the date of this Agenda.

1 no. item Re: Litter - already supplied to the Committee at Agenda item 8.ii.

10. **RESOLVED:** that due to the commercial nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act

1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

Proposed: Cllr. Jones Seconded: Cllr. Rowe Vote: All in favour

- 11. HIGH STREET TREES:** To consider quotations to pollard the High Street lime trees, to agree the referred contractor and to allocate a budget.

The Committee considered all quotations received and it was:

RESOLVED: To accept the quotation to pollard the 27 no. High Street lime trees from R & R Services (Devon) Ltd., in the sum of £1,500.00 (+ VAT) on the proviso that the Council operative supervising the works will not be required for more than a period of 3 no. days.

Proposed: Cllr. Morton Seconded: Cllr. Jones Vote: All in favour

- 12. DATE AND TIME OF NEXT MEETING:** Date and time of next meeting agreed as Thursday 20th February 2020 @ 7:00pm. NOTE: Additional V E Day meeting to be arranged by the Clerk.

With no further business the Chair thanked attendees and closed the meeting at 8:55pm

It is certified that these Minutes are a true and accurate reflection of the meeting:

Signed

Name.....

Date..... /...../2020



Minutes of the Community Wellbeing Committee meeting held on Thursday 6th February 2020 at 6:00pm at the Town Hall

Membership: Councillors: Eileen Andrews, Janet Johns, Will Jones (Chair), Russell Murch, Ian Morton, Michelle Rowe and Lloyd Knight (Ex-officio)

Present: Councillors: Eileen Andrews, Will Jones (Chair), Lloyd Knight and Michelle Rowe (in attendance for part only of the meeting)

Also present: Ian Wood – Chairman of Cullompton Rugby Club & 1 no. member of the public

Clerk: Maria Weston (Deputy Town Clerk)

It is noted that this meeting is being recorded.

- 1. APOLOGIES:** Received & accepted from Councillors: Ian Morton (personal), Russell Murch (work).
- 2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.
- 3. PUBLIC PARTICIPATION:** Mr. Hellier: Asked for clarification of the meeting schedule for the discussion of the V E Day event. It was explained that today's meeting was an extraordinary meeting to confirm any arrangements for the event - these would be referred back to the Community Wellbeing Committee at its next meeting.
- 4. FINANCE:** To receive Committee Income & Expenditure Report.
RESOLVED: To approve the Community Wellbeing Income & Expenditure Report.
Proposed: Cllr. Knight Seconded: Cllr. Johns Vote: All in favour
- 5. STANDING ORDERS:**
RESOLVED: To suspend Standing Orders to allow the Chairman of the Cullompton Rugby Club and any members of the public to address the members of the Committee with regard to the V E DAY Event.
Proposed: Cllr. Jones Seconded: Cllr. Knight Vote: All in favour
- 6. Victory in Europe (V E) Day:** To consider and to agree the arrangements for Cullompton's Celebration Event to mark the 75th Anniversary of V E Day on Friday 8th May 2020.

The Cullompton Rugby Club Chairman advised the Committee that the club would:

- be interested in being part of this community event;
- are happy to allow the use of its venue and to provide a bar and to offer catering e.g. BBQ. Venue will be at no cost provided that monies generated from the sale of food and beverages can be used by the club to pay its staff;
- not get involved in stewarding or hosting the actual event;



Minutes of the Town Centre & Economic Development Committee meeting held on Monday 27 January 2020 commencing at 7.30pm at the Hayridge

Present: Cllr Martin Smith (in the chair) and Cllrs: James Buczkowski*, Kate Haslett, Lloyd Knight and Janet Johns
Jenny Radford (Farmers' Market) – substitute for Dorothy Anderson

Town Clerk: Judy Morris

*in attendance for part only of the meeting.

Also in attendance: Cllr Justin Lochhead and two members of the public.

- 1. APOLOGIES:** Naomi Lihou and Cllr James Buczkowski (arrived late).
- 2. DECLARATIONS OF INTEREST:** None
- 3. PUBLIC PARTICIPATION:** Ashley Hellier reported his concerns about illegal parking in the Church Street area whilst the gas main works were taking place.

It was agreed that this could become a problem and that the most effective way to contact Wales & West Utilities is via their Facebook page.

- 4. MINUTES:** The Minutes of the previous meeting held on 25 November 2019 were approved and signed as a correct record Proposed Cllr Janet Johns, seconded Jenny Radford
- 5. RESOLUTIONS:** Noted

Cllr James Buczkowski joined the meeting

- 6. FINANCE: To review Income & Expenditure account:** Noted
- 7. ST ANDREWS CAR PARK**
 - (i) Update Report: To receive report and agree any action required:** Discussion about parking permits, the current charge is £250 for a daytime permit and £150 for an overnight permit. The Council had originally resolved to sell no more than 5 daytime passes and 15 overnight passes. Now that the overnight parking charge has been removed the overnight permit is no longer required.

RESOLVED: That the daytime permit becomes an all-day (24 hour) permit and the fee remains at £250. No more than 5 permits to be sold, as per the original agreement, due to the limited capacity of the car park. Proposed Cllr Lloyd Knight, seconded Cllr Janet Johns.

- (ii) **Any other matters impacting on St Andrews car park:** Clerk to chase Devon County Council re changes to parking charges and improved signage that is easy to read.

8. MARKETS

- (i) **Income and Expenditure report: To receive:** Noted.

- (ii) **Street Market reports:**

- (a) **Town Council report: To receive:** Report circulated with the agenda, it was explained that Devon County Council won't change its mind about allowing the fish van to park on the pavement on market days.

RESOLVED: That the Town Council applies for a permit to allow the fish van to park in the parking bays on market days and that the Council pays the cost of the permit, which we understand to be £45, in order to encourage the fish van to continue to attend the market. Proposed Cllr Martin Smith, seconded Cllr Janet Johns.

- (b) **To consider submitting a revised planning application:** The current application allows for 8 no. open air market stalls on Wednesday and Saturday. In order to submit a planning application to increase the number of stalls Devon County Council require a scale 1:200 plan showing the market stalls, their position in relation to crossings, war memorial, trees and other street furniture, relationship to junctions, their visibility and the relationship to the parking layout.

Both DCC and MDDC have been contacted and neither are able to provide a suitable plan. Sometime ago three estimates were obtained for between £560-£2,000, at that time it was decided not to progress the planning application. However, the Council is now getting enquiries for more stalls and there are times when we would like to erect more than 8 gazebos.

We have managed to obtain a fourth estimate for a plan based on O/S mapping which we understand will be sufficient for our needs. The fee is £300 plus VAT and the lead time is one week.

RESOLVED: That the Council submits a revised planning application for the market and asks XL Planning Ltd to prepare a suitable plan at a cost of £300. Planning application to be prepared by the Town Council staff. Proposed Cllr Martin Smith, seconded Cllr Janet Johns.

- (c) **Market Traders representative report(verbal): To receive:** None

- (iii) **Farmers' Market:** Jenny Radford reported next Farmers' Market is 8 February, hopefully people will still come into the town, despite the road works. There is an intention to hold a public consultation to capture public opinion about the 19 High Street site, she hoped that this will attract people into the town.

It was agreed that Council staff will help repair the Farmers' Market gazebo covers as they are sometimes used for town council events.

- (iv) **Any other market matters:** Review the initiative to make no charge for the market stalls until the end of March and also consider a three month free period for new market stalls at the next meeting.

9. TOWN CENTRE ECONOMIC DEVELOPMENT:

- (i) **High Street Heritage Action Zone: To receive a summary of Cultural programme meeting:**
No progress to report with regard to HAZ, second round bid submitted and awaiting confirmation of acceptance and how much money will be awarded for the Cullompton scheme.

Meeting held with MDDC Officers about bidding for money for a cultural programme of events and activities that will help to document the overall High Street Heritage Action Zone. Consortium of local partners to be set up to write the bid and deliver the programme. It was suggested that the bid could include funding to build on the Festivals already held in the town. It was reported that the Scouts are engaging with other charities with the intention of organising a 'Fun Day' on 11 July 2020.

NOTE: Cllr James Buczkowski declared a personal interest in respect of the 'Fun Day' as he is Scout Leader.

RESOLVED: That the Town Council actively assists in the creation of a consortium to take forward the HAZ Cultural programme. Proposed James Buczkowski, seconded Cllr Lloyd Knight.

- (ii) **Harlequin Valet site: To receive summary of meeting held on 2 December 2019.** The summary of the Economic Development Working Group meeting held on 2 December was noted. It was reported by Chairman Cllr Martin Smith that members of the working group had met with the MDDC Economic Development Officer who had been extremely encouraging.

A number of suggestions for the use of the site at 19 High Street have been put forward and a public consultation will be held on Saturday 9 February to find out how the public would like to see the site used.

One suggestion is for a two storey development with artisans 'at work' units on the ground floor and business start-up units on the first floor. There is evidence of need for business start-up units in Cullompton. Construction costs are currently being worked on.

Cllr Justin Lochhead explained about the possibility of the Town Council purchasing the site and then leasing to an organisation such as a Community Interest Company (CIC) who would manage the project and obtain the grant funding needed to carry out the ground works and construct the units.

Business Plan to be drawn up for consideration by the Council at its meeting on 27 February 2020. If approved it will be submitted to Mid Devon District Council.

(iii) **Fore Street gas main works: To review the impact on town centre businesses and agree any action required:** Traffic appears to be flowing and no complaints received from local businesses. It was thought that local business owners will be able to claim compensation for loss of earnings. Situation to be monitored.

(iv) **Any issues impacting on town centre viability:** None

10. MURAL: To receive update report and agree any action required: Chairman reported meeting with property owner who is supportive of the project but has concerns about the requirement of MDDC Conservation Officer that the double glazed UPVC window units must be replaced with wooden units which are a lot more expensive and less practical.

Discussion about whether funding can be applied for through the MDDC Shop Front Scheme. Further investigation needed.

11. CORRESPONDENCE: None

12. DATE AND TIME OF NEXT MEETING: Monday 24 February at 7pm



Minutes of Cemetery and Town Hall Committee Meeting held on Friday 17th January 2020 commencing at 1:00pm at the Town Hall

Membership: Councillors: Kerry Baldwin (Chair), James Buczkowski, Robert Dietrich, Janet Johns (Vice Chair) and Lloyd Knight (Ex-officio)

Present: Councillors: James Buczkowski, Robert Dietrich, Janet Johns (Vice Chair) and Michelle Rowe

Clerk: Maria Weston – Deputy Town Clerk

NOTE: It is noted that this meeting is being recorded.

1. **Apologies:** Received and accepted from Cllr. Baldwin (personal) and Cllr. Knight (work).
2. **Chairman:** To receive the resignation of Cllr. Baldwin as Chairman of the Committee and to appoint a new Chairman.
Cllr. Baldwin's resignation was noted and it was:
RESOLVED: To appoint Cllr. Rowe as the new Chairman of the Cemetery & Town Hall Committee.
Proposed: Cllr. Buczkowski Seconded: Cllr. Johns Vote: All in favour
3. **Declarations of Interests:** To receive declarations of disclosable pecuniary interests and personal interests. None declared.
4. **Public Participation:** No members of the public were present.
5. **Minutes:** To approve the Minutes of the Committee meetings held on 5th December 2019 & 7th January 2019.

RESOLVED: To approve the Minutes of the Cemetery & Town Committee meeting held on 5th December 2019.
Proposed: Cllr. Johns Seconded: Cllr. Buczkowski Vote: All in favour

RESOLVED: To approve the Minutes of the Cemetery & Town Committee meeting held on 7th January 2020.
Proposed: Cllr. Johns Seconded: Cllr. Buczkowski Vote: All in favour
6. **Resolutions: Town Hall & Cemetery.** To note. Noted.
7. **Income & Expenditure:** To receive and to approve the:
 - i) Town Hall - Detailed Income and Expenditure Report
RESOLVED: To approve the Town Hall Detailed Income & Expenditure Report
Proposed: Cllr. Johns Seconded: Cllr. Buczkowski Vote: All in favour

ii) Cemetery – Detailed Income & Expenditure Report

RESOLVED: To approve the Cemetery Detailed Income & Expenditure Report

Proposed: Cllr. Johns Seconded: Cllr. Buczkowski Vote: All in favour

8. **Staff Welfare Provision – Cemetery & Town Hall:** To consider options for:

- i) the improvement of staff welfare and storage provision within the Cemetery;
 - ii) the improvement of staff welfare in the Town Hall
- and to consider forming a Working Group to focus on these projects - with the aim of having a smaller, dedicated group, to include staff (where appropriate), to review options and to make recommendations to the Committee.

Cemetery Staff Welfare:

Members were supplied with draft proposals for the improvement of staff welfare within the Cemetery to incorporate a schedule of works as follows:

1. **Phase One:** Install new storage container adjacent to existing storage container.
2. **Phase Two:** Maintenance staff to decant all items from existing workshop into the new storage container.
3. **Phase Three:** Convert Workshop into restroom area with washing facilities and WC.
4. **Phase Four:** Obtain quotes for the provision of appropriate screening of the front and side of storage containers
5. **Phase Five:** Long term – to construct permanent structure to accommodate all Council items currently stored in dis-jointed facilities throughout the town (one centralised unit)

Discussion ensued and it was:

RESOLVED: That the Committee agrees to progress the proposals for staff welfare provision at the Cemetery as follows:

1. **Phase One:** Install new storage container adjacent to existing storage container.
2. **Phase Two:** Maintenance staff to move all items (where practicable) from existing workshop into the new storage container.
3. **Phase Three:** Convert Workshop into restroom area with washing facilities and WC.
4. **Phase Four:** Obtain quotes for the provision of appropriate screening of the front and side of storage containers.

- and that the Clerk is authorised to take the relevant steps to facilitate this. The Clerk should refer back to the Committee where appropriate.

Proposed: Cllr. Buckowski Seconded: Cllr. Dietrich Vote: All in favour

Town Hall Staff Welfare

Members were supplied with draft proposals for the provision of staff welfare facilities within the Town Hall and also an estimate for a new feasibility study. Cllr. Johns spoke in relation to the previous feasibility study that had been carried out in 2015. Discussion ensued and it was:

RESOLVED: That the Committee would like the Full Council to support the renovation of the Town Hall along the lines of the feasibility study carried out in 2015. This would be the preferred alternative to other options e.g. for staff to be located in the hall and having to rent external premises for Full Council meetings and the loss of rental income etc.

The Clerk is to write a short report for submission with an associated Recommendation* to the Full Council.

Proposed: Cllr. Buczkowski Seconded: Cllr. Rowe Vote: All in favour

***RECOMMENDATION:** That the Cemetery & Town Hall Committee requests the Full Council to support the renovation of the existing Town Hall along the lines of the feasibility study conducted in 2015.

9. **RESOLVED:** that due to the commercial nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.
Proposed: Cllr. Johns Seconded: Cllr. Buczkowski Vote: All in favour

10. **Cemetery Chapel: To consider and to approve estimates to repair:**

i) damaged ceiling of the Chapel –

RESOLVED: To accept the estimate from K. Ballantyne in the sum of £1,500.00 to repair the damaged Chapel ceiling.

Proposed: Cllr. Buczkowski Seconded: Cllr. Dietrich Vote: All in favour

ii) concrete ramp at the entrance to the Chapel –

RESOLVED: To accept the estimate from K. Ballantyne in the sum of £472.00 to rectify the issue (trip hazard) with the height difference between the Chapel floor and the external concrete ramp (path)

Proposed: Cllr. Buczkowski Seconded: Cllr. Dietrich Vote: All in favour

11. **Date and Time of the Next Meetings:** The dates and times of the next meetings were agreed as:

- **Thursday 23rd January 2020 @ 5:00pm** in the Town Hall
(Extraordinary Meeting to consider estimates for Chapel & Mortuary works);
- **Thursday 6th February 2019 @ 7:00pm** in the Town Hall.

With no further business, the Chairman thanked attendees and closed the meeting at 2:15pm.

It is certified that these Minutes are a true and accurate record of the meeting:

Signed

Position

Date/...../2020



Minutes of Cemetery and Town Hall Committee Meeting held on Thursday 23rd January 2020 commencing at 5:00pm at the Town Hall

Membership: Councillors: Kerry Baldwin, James Buczkowski, Robert Dietrich, Janet Johns (Vice Chair) Lloyd Knight (Ex-officio) and Michelle Rowe (Chair)

Present: Councillors: Robert Dietrich, Janet Johns (Vice Chair), Lloyd Knight (Ex-officio) and Michelle Rowe (Chair)

Clerk: Maria Weston – Deputy Town Clerk

NOTE: It is noted that this meeting is being recorded.

- 1. Apologies: Received and accepted from Cllr. Baldwin (personal) and Cllr. Buczkowski (personal).
2. Declarations of Interests: To receive declarations of disclosable pecuniary interests and personal interests. None declared.
3. Public Participation: None – no members of the public were present.
4. RESOLVED: that due to the commercial nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave this point and the next section of the meeting is conducted in private. Proposed: Cllr. Knight Seconded: Cllr. Johns Vote: All in favour
5. Cemetery Listed Buildings (Chapel & Mortuary): To consider estimates for the external repairs to the Chapel & Mortuary, to agree the preferred contractor/s and to allocate associated budget/s.

Several quotes had been obtained and were considered by the Committee and it was:

RESOLVED: To accept the quotation in the sum of £21,087.00 from West Country Stonemasons Limited to carry out external repairs to the Chapel and Mortuary buildings. A 10% contingency sum (of £2,108.70) was also agreed.

Proposed: Cllr. Johns Seconded: Cllr. Dietrich Vote: All in favour

- 8. Date and Time of the Next Meeting: Agreed as Thursday 6th February 2019 @ 7:00pm in the Town Hall.

With no further business, the Chair thanked attendees and closed the meeting at 5:45pm.

It is certified that these Minutes are a true and accurate record of the meeting:

Signed Position

Date/...../2020



Minutes of **Cemetery and Town Hall Committee Meeting** held on
Thursday 6th February 2020 commencing at 7:00pm at the Town Hall

Membership: Councillors: Kerry Baldwin, James Buczkowski, Robert Dietrich,
Janet Johns (Vice Chair) Lloyd Knight (Ex-officio) and Michelle Rowe (Chair)

Present: Councillors: Robert Dietrich, Janet Johns (Vice Chair), Lloyd Knight (Ex-officio),
Michelle Rowe (Chair)

Also present: Cllr's: Eileen Andrews and Will Jones plus 3 no. members of the public.

Clerk: Maria Weston – Deputy Town Clerk

NOTE: It is noted that this meeting is being recorded.

1. **Apologies:** Received and accepted from Cllr. Baldwin (personal) and Cllr. Buczkowski (work).
2. **Declarations of Interests:** To receive declarations of disclosable pecuniary interests and personal interests. None declared.
3. **Public Participation:**

Mr. Thompson-

- i) **Complaint:** Approximately 1 no. month ago, at a meeting of this Committee, a member of staff had been rude and aggressive to me when I offered a suggestion on a broadband issue that Council staff had been experiencing. I made a formal complaint as this was not acceptable from a member of staff towards myself as a member of the public. I have not received a written or verbal apology which I think is highly appropriate at this time. I would like it placed on record that I want an apology, in fact I demand it. Without that apology, to me, the Council is condoning a bad attitude of members of staff towards the public.
- ii) **Question:** Why does a staff member actually believe that he can park anywhere in the town? I even challenged him about breaking the law and he ignored me.
- iii) **Cemetery:** Approximately 4.5 no. years ago, there had been an item on this Committee's Agenda with quotations for material to build a pergola and seating within the new Cemetery. This proposal has been carried and yet nothing has been done to progress this project. Why?
- iv) **Cemetery Report:** Highlighted that a report had been done approximately 12 no. years ago which looked at both the old and new parts of the Cemetery and reviewed staffing, maintenance and use of the Council's vehicles, equipment etc. 99% of this report is still current (hasn't been dealt with). He will supply this to the Clerk.

Mr. Snow:

- i) **Cemetery – Staff:** Informed the Committee of an incident last evening (approx. 7:30pm) when a member of staff had been approached (by both Mr. Snow & Mr. Thompson) at the Cemetery and asked why they were on site – Mr. Snow had spotted an unfamiliar vehicle parked within the Cemetery car park near to the workshop. Mr. Snow explained that he got into contact with Mr. Thompson after he had tried to get in contact with the Councillors but there were no contact details on the Website or emergency contact details for the Council. Mr. Thompson accompanied Mr. Snow as a back-up and as a witness. Mr. Snow has sent a recording of the incident to the Town Clerk and to the Councillors (3 no.) Why would a member of staff be in the workshop at 7:30pm? There's no reason for it. When Mr. Snow questioned why the staff member was there they refused to give an answer.

Cllr. Rowe explained that this matter as reported, will be referred to the Policy Finance & Personnel (PFP) Committee to deal with as this matter relates to personnel.

- ii) **Cemetery – General Issues:** Mr. Snow mentioned general issues with the Cemetery itself – he has reported to MDDC a lack of maintenance in the Cemetery with the Grade II listed buildings – why has nothing been done for the last 4 no. years?. Cllr. Rowe explained that the Councillors have been informed as to the position with the Conservation Officer and asked Mr. Snow to provide her with a written list of all the maintenance issues that Mr. Snow feels aren't being dealt with at the Cemetery – The Committee will look into these and make sure that they are addressed.

- iii) **Chapel:** Why is the Council asking an external contractor to rectify the issue with the Chapel concrete ramp/pathway? What are we paying our maintenance staff to do? The quotation is £450.00 - why aren't Council maintenance staff doing the work? Cllr. Dietrich explained that maintenance staff are employed purely as grounds maintenance staff and are not builders – it was deemed inappropriate to use these staff for this work. Mr. Snow stated that this was a misappropriation of taxpayers money. Cllr. Rowe stated that she is unaware of the staff member's backgrounds and would feel much happier knowing that a 'professional' had undertaken the work so that the Council know that the work will last for a long time and there will be no questions as to whether the job has been done appropriately. We have the budget and this is the route we will be taking.

4. **Minutes:** To approve the minutes of the Committee meeting held on 17th January 2020 and of the meeting held on 23rd January 2020.

RESOLVED: The Minutes of the Cemetery & Town Hall Committee Meeting held on Thursday 17th January 2020 are approved.

Proposed: Cllr. Dietrich Seconded: Johns Vote: 2 no. for, 2 no. abstentions – not present at the meeting

RESOLVED: The Minutes of the Cemetery & Town Hall Committee Meeting held on Thursday 23rd January 2020 are approved.

Proposed: Cllr. Johns Seconded: Cllr. Dietrich Vote: 3 no. for, 1 no. abstentions – not present at the meeting

5. **Resolutions:** To note the resolutions of the Cemetery and Town Hall Committee. Noted.

6. **Income and Expenditure:** To receive and to approve the Income and Expenditure reports as

APPENDIX H

follows:

a. Town Hall - Detailed Income and Expenditure Report:

RESOLVED: To approve the Town Hall Detailed Income and Expenditure Report.

Proposed: Cllr. Johns Seconded: Cllr. Dietrich Vote: All in favour

b. Cemetery – Detailed Income & Expenditure Report:

RESOLVED: To approve the Cemetery Detailed Income and Expenditure Report.

Proposed: Cllr. Dietrich Seconded: Cllr. Johns Vote: All in favour

7. **Review of Fees:**

a. Review of Town Hall hire charges for the period 2020-2021:

RESOLVED: That the Town Hall hire charges for the period 2020-21 will remain as at the current rates for 2019/20 (therefore no increase/decrease)

Proposed: Cllr. Knight Seconded: Cllr. Johns Vote: All in favour

b. Review of Cemetery fees for the period 2020-2021:

RESOLVED: That all Cemetery fees for the period 2020-21 will increase by 2% (rounded to the nearest pound)

Proposed: Cllr. Knight Seconded: Cllr. Dietrich Vote: All in favour

c. Review of allotment fees (Hayman’s Close and Top Field) for the period 2021-2022:

Disregarded - as this item is dealt with by the Community Wellbeing Committee and was added to the Agenda for this meeting in error.

8. **Cemetery Storage:** To consider provision of shelving/racking for the new storage container and to allocate a budget.

RESOLVED: To approve the purchase of 2 no. heavy duty steel frame racks/shelving units at a cost of £129.00 (+ VAT) each (totalling £258.00 + VAT) to be located in the new Cemetery storage container.

Proposed: Cllr. Rowe Seconded: Cllr. Dietrich

9. **Date and Time of the Next Meeting:** Agreed as Thursday 5 March 2020 commencing at 7pm at the Town Hall.

With no further business, the Chair thanked attendees and closed the meeting at 7:40pm.

It is certified that these Minutes are a true and accurate record of the meeting:

Signed

Position

Date/...../2020



Planning and Licensing Committee

held on

Thursday 23 January 2020 commencing at 6pm in Cullompton Town Hall

Membership: Councillors Eileen Andrews, Matthew Dale, Gordon Guest (Chair), Kathryn Haslett, Janet Johns, Michelle Rowe, Martin Smith, Lloyd Knight (ex-Officio).

Those present: Councillors Gordon Guest (Chair), Janet Johns, Eileen Andrews, Martin Smith, Lloyd Knight, Michelle Rowe.

Councillor Robert Dietrich.

The Assistant Town Clerk (Clerk).

MINUTES

103. **Apologies:** To receive apologies for absence. Councillor Matthew Dale (personal), Councillor Kathryn Haslett (personal). Proposed Councillor Martin Smith, seconded Councillor Lloyd Knight.
104. **Declarations of Interests:** Councillors Lloyd Knight and Michelle Rowe are both known to the proposed licensee at Paragraph 107b.
105. **Minutes:** The Minutes of the Planning and Licensing Committee meeting held on 9 January 2020 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Lloyd Knight, seconded Councillor Janet Johns.
106. **Public Participation:** As there were no members of the public present, this section of the meeting did not take place.
107. **Planning and Licensing Matters:**
 - a. **Planning:** To consider and make comment on planning applications received for Cullompton 21, available to view at the [Planning Portal](#) and listed at Appendix A.
 - b. **Licensing:** To consider and make comment on Premises Licence Application at Vitamin C, 10 High Street, Cullompton. The council has no objections to this application. Proposed Councillor Gordon Guest, seconded Councillor Martin Smith.
 - c. **Neighbouring Parishes:** To consider applications from neighbouring Parishes. None.
 - d. **Determinations:** To receive planning determinations (Appendix B) and consider any other planning matters brought forward at the discretion of the Chair:

The planning determinations were noted.

APPENDIX I

Councillor Gordon Guest reported that he attended the Planning Authority's Planning Meeting and that it had refused permission for the development of 105 houses behind Siskin Chase. However, a letter has been issued by the Highway Authority in which they stated that they were not opposed to having the access to the site, both during construction and longer term for residents, via Colebrooke Lane but there was still some concern from those present that flooding issues at this end of Colebrooke Lane will have to be mitigated. He considered that the refusal is likely to be appealed and the Planning Inspectorate will make its view known in due course should this occur.

- e. **Neighbourhood Plan:** To approve expenditure in the amount of a maximum of £1,500 to pay the Neighbourhood Plan Consultant to make required changes to the Neighbourhood Plan after comparing it to the emerging Local Plan.

RESOLVED: That £1,500 is allocated from the Neighbourhood Plan budget in order to pay the Neighbourhood Plan Consultant to make the changes required to the Neighbourhood Plan after comparing it to the emerging Local Plan. Proposed Councillor Gordon Guest, seconded Councillor Martin Smith.

- f. **Town Hall:** To consider options for the relocation of the Town Hall.

The following matters were considered:

- i. Councillor Michelle Rowe reported to the Planning Committee that the Cemetery and Town Hall Committee have been considering the matter further and are leading toward the renovation of the Town Hall, largely in accordance with the Feasibility Study that was generated for some years.
- ii. Councillor Gordon Guest reported, in an historical context, the story of the former Magistrates' Court and the council's attempt some years ago to purchase the building as a replacement Town Hall. He also reported that the redevelopment of the car park at St Andrew's Estate as a new Town Council building would provide a modern, bespoke building that could incorporate built in, energy efficient measures (such as ground and air source heating, solar panels and rainwater harvesting) and facilitate a depot, with changing facilities, for the outdoor staff. In addition, a new building at this site would provide car parking for visitors to the council and the town centre.
- iii. Councillor Martin Smith stated his belief that the current building is not fit for purpose. He reported that the sale of the current Town Hall would release some capital to invest in leasing facilities but that the income from the rental of the hall would be lost.
- iv. Following discussion, it is recommended to the Cemetery and Town Hall Committee that a feasibility study is commissioned in order to consider a detailed cost benefit analysis of potential sites including:
 - (1) Retaining and refurbishing the current building.
 - (2) Redevelopment of St Andrew's car park.
 - (3) Purchase and redevelopment of another site in the town centre.

APPENDIX I

108. **Correspondence:** There was no correspondence to consider.
109. **Date and Time of the Next Meeting:** The next meeting of the Planning and Licensing Committee was confirmed as Thursday 13 February 2020 commencing at 6pm.

PLANNING LIST FOR THE MEETING OF THE PLANNING AND LICENSING COMMITTEE ON 23 JANUARY 2020

Application Number	Expected Decision Level	Applicant	Agent	Proposal	Cullompton Town Council Comment and Recommendation
20/00026/FULL	DEL	Mr Done, Orchard Lea Residential Home, Orchard Way, Cullompton	Mr Simon Archer, Architectural Services, 8 Trenavin Close, Crediton	Erection of a two storey extension and internal alterations at Orchard Lea Residential Home Orchard Way Cullompton.	Recommend grant permission. Proposed Councillor Michelle Rowe, seconded Councillor Janet Johns.
20/00047/MFUL	DEL	Mr John Gregory, Gregory Distribution Ltd, North Park, North Tawton	Mr G Stroud, LSN Architects, 45 Devon Square, Newton Abbot	Erection of extension at Gregory Distribution Ltd Saunders Way Kingsmill Industrial Estate Cullompton.	Recommend grant permission. Proposed Councillor Lloyd Knight, seconded Councillor Michelle Rowe.

PLANNING DETERMINATIONS FOR THE MEETING OF THE PLANNING AND LICENSING COMMITTEE ON 23 JANUARY 2020

19/01095/OUT	Outline for the erection of a dwelling with associated access at Land at NGR 302966 107449 (South of Grant's Cottages), Cullompton.	Recommend grant permission.	Permitted
19/00904/FULL	Retention and change of use of site from equestrian (Sui-Generis) to scaffold storage and distribution to include open air storage (Use Class B8) at Land and Buildings at NGR 302496 106235 (Culm Springs), Old Hill, Cullompton.	Recommend refusal on the grounds: <ul style="list-style-type: none"> Increased LGV traffic on Cockpit Hill and Duke Street, particularly concerning the width restriction on Cockpit Hill. There is a 3 tonne weight limit on the Listed Railway Bridge that scaffolding lorries will exceed. The visibility splay when exiting the proposed access in a large vehicle is very limited. If the Planning Officer is minded to grant permission, it is requested that the District Council Ward Member calls in the application for determination by the Planning Committee and that written confirmation is provided by the applicant that the weight limit on the Railway Bridge will not be exceeded by the applicant's vehicles. 	Permitted
19/01127/FULL	Conversion of swimming pool and store to 2 dwellings at Land & Buildings at NGR 302045 104065 (Westcott Park).	Recommend grant permission with the proviso that surveys are carried out to establish whether the land is contaminated.	Permitted with Conditions to discharge.
19/00843/FULL	Erection of dwelling with alterations to existing access at 13 Willand Road.	Recommend grant permission.	Refused.

APPENDIX I

19/00604/FULL	Revised plans for the conversion of former British Legion Club Use Class D2 to 9 dwellings (5 houses and 4 flats) Use Class C3 at 6 The New Cut.	Recommend grant permission.	Permitted with Conditions to discharge.
19/01321/TPO	Application to trim branches of 1 Oak tree overhanging shed roof protected by Tree Preservation Order 18/00004/TPO at Play Area Hawthorn Close Cullompton.	Will accept the determination of the Tree and Planning Officers of the Planning Authority.	Permitted
19/01187/HOUSE	Erection of single storey extension and replacement porch, installation of 4 velux windows, 2 velux balcony windows and conversion of garage to ancillary accommodation at Thislido Honiton Road Cullompton..	Recommend grant permission.	Permitted
19/01221/TPO	Application to reduce the whole crown of 1 Oak Tree by up to 5-6m protected by Tree Preservation Order 10/00008/TPO at Land at NGR 301434 107649 R/o 20 & 22 Olympian Way Cullompton.	Will accept the determination of the Tree and Planning Officers of the Planning Authority.	Permitted
19/01198/FULL	Installation of 6 electric vehicle charging points and associated infrastructure at Motorway Services Junction 28 Cullompton.	Recommend grant permission.	Permitted
19/01414/TPO	Application to reduce the crown by 1.5m of 2 Oak trees protected by Tree Preservation Order 97/00013/TPO at 21 & 23 Manning Avenue Cullompton.	Accept Tree and Planning Officer Determination.	Permitted
19/01568/FULL	Erection of 3 dwellings following demolition of existing barns at Land and Buildings at NGR 302450 104575 Bolealler Dairy Mutterstock.	Recommend grant permission.	Permitted with Conditions to discharge.

APPENDIX I

19/01686/FULL	Change of use of former ambulance station to dwelling and associated works (Revised Scheme) at Ambulance Station College Road Cullompton.	Recommend approval of the revised scheme.	Permitted with Conditions to discharge.
19/01619/FULL	Retention of change of use from A1 (Shop) to B2 (General Industry) at Marsh Tyres Cullompton.	Recommend grant permission.	Permitted
19/01784/HOUSE	Erection of single storey extension and garage (Revised Scheme) at 2 Walters Orchard Lower Mill Lane Cullompton.	Recommend refusal on the basis that there are significant privacy issues for the neighbours should the development be completed.	Permitted
19/01842/HOUSE	Conversion and extension of garage to an annex (Revised Scheme) at 13 Willand Road Cullompton.	Recommend grant permission.	Permitted
19/00604/FULL	Conversion of former British Legion Club Use Class D2 to 9 Dwellings Use Class C3 at 6 The New Cut Cullompton (Revised Scheme).	That the matter is referred to the Planning Authority with concerns that there are significant objections from neighbours and the Rifle Club that have not been addressed in the new plans.	Permitted with Conditions to discharge.
19/01153/HOUSE	Erection of first floor extension and conversion of garage at 19 Colebrooke Lane Cullompton.	Recommend grant permission.	Permitted
19/01844/HOUSE	Retention of two storey extension to side and single storey extension to rear at 11 Shortlands Road Cullompton.	Recommend grant permission.	Permitted
19/01883/FULL	Erection of 3 dwellings following demolition of existing building at Building at NGR 301965 107362 Tiverton Road Cullompton.	Recommend refusal on the grounds of infringement on neighbour privacy, insufficient parking, difficult access to and from Tiverton Road, lack of amenity space and overdevelopment of the site.	Withdrawn

APPENDIX I

19/01937/HOUSE	Erection of single storey extension to side and rear at 90 Langlands Road Cullompton.	Recommend grant permission.	Permitted
19/00604/FULL	Conversion of former British Legion Club Use Class D2 to 9 Dwellings Use Class C3 at 6 The New Cut Cullompton.	Recommend grant permission.	Permitted with Conditions to discharge.
19/01912/FULL	Erection of an extension to light industrial building at Bako (Western) Ltd, Bako House, Saunders Way, Kingsmill Industrial Estate Cullompton.	Recommend grant permission.	Permitted
19/02026/FULL	Change of use from vacant B1, B2 and B8 light industrial use to Sui Generis use (agricultural machinery depot) at Unit 12, Venn Place, Goonvean Business Park, Cullompton.	Recommend grant permission.	Withdrawn
19/02060/FULL	Change of use of land from agriculture to garden and erection of detached garage at Lower Colebrooke Farm Lower Colebrooke Cullompton.	Recommend grant permission.	Permitted



Planning and Licensing Committee

held on

Thursday 13 February 2020 commencing at 6pm in Cullompton Town Hall

Membership: Councillors Eileen Andrews, Matthew Dale, Gordon Guest (Chair), Kathryn Haslett (Vice-Chair), Janet Johns, Michelle Rowe, Martin Smith, Lloyd Knight (ex-Officio).

Those present: Councillors Lloyd Knight, Janet Johns, Michelle Rowe, Martin Smith, Gordon Guest*.

Councillor Lloyd Knight was elected Chairman for the meeting in the absence of Councillors Gordon Guest and Kathryn Haslett.

MINUTES

110. **Apologies:** Apologies were received and accepted from Councillors Eileen Andrews (illness) and Kathryn Haslett (personal). Proposed Councillor Michelle Rowe, seconded Councillor Janet Johns.
111. **Declarations of Interests:** There were no declarations of disclosable pecuniary interests and personal interests made.
112. **Minutes:** The minutes of the Planning and Licensing Committee meeting held on 23 January 2020 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Janet Johns, seconded Councillor Martin Smith.
113. **Public Participation:** As no members of the public were present, this section of the meeting did not take place.

**Councillor Gordon Guest arrived at the meeting. Councillor Lloyd Knight retained the Chair.*

114. **Planning and Licensing Matters:**

- a. To consider and make comment on planning applications received for Cullompton 21, available to view at the [Planning Portal](#) and listed at Appendix A.
- b. To receive planning determinations (Appendix B) and consider any other planning matters brought forward at the discretion of the Chair.
- c. To consider applications from neighbouring Parishes.

115. **Correspondence:** To receive correspondence received after the dispatch of this Agenda.
116. Councillor Gordon Guest considered that his position on the Planning and Licensing Committee has become untenable. In future, and until the issue in question is resolved, he resigned as a member of the Committee.
117. **Date and Time of the Next Meeting:** To confirm the date and time of the next meeting as Thursday 27 February 2020 commencing at 6pm.

PLANNING LIST FOR THE MEETING OF THE PLANNING AND LICENSING COMMITTEE ON 13 FEBRUARY 2020

Application Number	Expected Decision Level	Applicant	Agent	Proposal	Cullompton Town Council Comment and Recommendation
20/00068/HOUSE	DEL	Mrs J Alford, 40 Bockland Close, Cullompton	Miss Hannah Cameron, XL Planning Ltd, 1A Fore Street, Cullompton	Erection of first floor extension at 40 Bockland Close, Cullompton	Recommend grant permission. Proposed Councillor Janet Johns, seconded Councillor Michelle Rowe.
20/00099/HOUSE	DEL	Mr Mike Pidgeon, Sunnyborough, Ponsford, Cullompton	Mr Christopher Mitchell, Mitchell Architects, 9 Fore Street, Williton, Taunton	Erection of single storey extension, roof terrace and external staircase at Sunnyborough, Knowle, Cullompton	Recommend grant permission. Proposed Councillor Janet Johns, seconded Councillor Michelle Rowe.
20/00105/TPO	DEL	Miss Sharon Wallace, 21 Manning Avenue, Cullompton	Mr John Davey, Twyford Tree Services, 2 Peadhill Cottages, Chevithorne, Tiverton	Application to remove/reduce lower limbs of 2 Oak trees protected by Tree Preservation Order 97/00013/TPO at 21 & 23 Manning Avenue, Cullompton	Recommend accept the determination of the Planning Authority. Proposed Councillor Lloyd Knight, seconded Councillor Janet Johns.
19/00944/FULL	DEL	Miss Sarah Walton, 11 Boundstone Close, Farnham		Partial demolition of barn at 23 New Street Cullompton	Recommend grant permission with concern that it is only a partial demolition and a query concerning what is the long term plan for the site. Proposed Councillor Lloyd Knight, seconded Councillor Michelle Rowe.
20/00116/HOUSE	DEL	Mr Chris & Mrs Hayley Smith, Housemartins, Colebrooke Lane, Cullompton	Mr Emmet Hanley, BARC Architects, 86 Longbrook Street, Hems Studio, Exeter	Erection of a replacement porch, erection of outbuilding and alterations to fenestration at Housemartins Colebrooke Lane Cullompton	Recommend grant permission. Proposed Councillor Michelle Rowe, seconded Councillor Martin Smith.

APPENDIX J

20/00169/FULL	DEL	Mr J Persey, Fordmore Farm, Cullompton	Mr Glenn Crocker, XL Planning Ltd, 1A Fore Street, Cullompton	Change of use of an office building Units N & O, (B1) to day nursery (D1) and Unit M (B1) to café (A3) at Units M, N & O Newlands Park (Fordemore Farm)	Recommend grant permission. Proposed Councillor Lloyd Knight, seconded Councillor Michelle Rowe.
20/00167/FULL	DEL	Mr William Elworthy, Faraway, Otterton, Budleigh Salterton	Mr Matthew Farmer, MF Architecture, 8 Woodbury View, Broadclyst, Exeter	Variation of condition 2 planning permission 15/01779/FULL to allow substitute plans at Holly House 12 Willand Road Cullompton	Recommend grant permission. Proposed Councillor Lloyd Knight, seconded Councillor Michelle Rowe. It was noted that it would help the Planning and Licensing Committee in its determinations if annotations are made to indicate what changes have been made.

PLANNING DETERMINATIONS FOR THE PLANNING AND LICENSING COMMITTEE 13 FEBRUARY 2020

Planning Committee Date	Number	Proposal and Location	Cullompton Town Council Comment	Planning Authority Determination
24/10/2019	19/01467/FULL	Erection of dwelling at 9 Shortlands Road Cullompton	Recommend approval.	Permitted
14/11/2019	19/01778/FULL	Erection of a two storey dwelling with detached garage with annexe over and associated parking at Land at NGR 301938 106182 (Springbourne) Cullompton	Recommend deferral with concerns that Bowling Green View will suffer due to construction traffic, there should be sufficient parking for the development available. Where are the trades going to park during the day? Could the property be accessed through the site of the already approved three dwellings rather than Bowling Green View. The Assistant Town Clerk to request further information on the above.	Permitted with Conditions to discharge.
14/11/2019	19/01483/OUT	Outline for the erection of 2 dwellings at Footlands, Knowle Lane, Cullompton	Recommend grant permission.	Refused.



Minutes of a meeting of the Policy, Finance and Personnel Committee
held on
Thursday 13 February 2020 commencing at 10.30am at the Town Hall

Present: Cllr James Buczkowski (in the chair) and Cllrs: Matthew Dale and Gordon Guest

Judy Morris: Clerk

1. **APOLOGIES received from:** Cllrs: Eileen Andrews (unwell) Kerry Baldwin (personal), Lloyd Knight (work), Ian Morton (unwell).
2. **DECLARATIONS OF INTERESTS:** Cllr Gordon Guest declared a prejudicial interest in respect of Item 14 (iii).
3. **PUBLIC PARTICIPATION:** None
4. **MINUTES:** The Minutes of the previous meeting held on 9th January 2020 were approved following amendment of Item 6 Youth Services Contract to read

“That, on the basis of the recommendation from the Youth Services Working Group, the contract with the YMCA to deliver youth services in Cullompton is extended for a further 12 months from 1 April 2020 to 31 March 2021, subject to budget approval and *subject to approval of Key Performance Indicators*. The Key Performance Indicators to be reviewed to ensure that the targets are realistic. Contract to be reviewed in October 2020.

Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

5. **RESOLUTIONS:** Noted

NOTES:

1. Cllr Matthew Dale will carry out a review of van log book and report back to the next meeting.
2. Van replacement report to be included on the agenda for the next meeting.
3. Draft van driver’s policy to be circulated to all members for information.

APPENDIX K

6. **COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS: To receive details of any comments and complaints, Freedom of Information Requests or Subject Access Requests for December 2019:** Noted

RESOLVED:

1. That the applicant requesting a review of response to Freedom of Information request for information relating to staff accessing emails away from the Council office, for avoidance of doubt, is asked for a definitive list of the information required.
2. That the Committee is happy that emails are being opened by staff in accordance with council policy. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

7. **FINANCE**

- (i) **Financial Reports: To receive Financial Reports for January 2020:**

- (a) **Bank Reconciliation:** Noted
- (b) **Balance Sheet:** Noted
- (c) **Income & Expenditure report:** Noted

RESOLVED: That the payment of £2584.40 for the cleaning of War Memorial is transferred from the Community Wellbeing Committee budget line to the Town Maintenance budget line. Note to be sent to the Community Wellbeing Committee Chairman to be mindful that there is a budget available before approving spending. Proposed Cllr James Buczkowski, seconded Cllr Matthew Dale.

- (d) **Credit card payments:** Noted
- (e) **Purchase/lease of additional office laptop: To receive report and agree way forward**

RESOLVED: That the new laptop is purchased for the Special Projects Officer from a local supplier at a cost of £416.67 (plus VAT). Proposed Cllr James Buczkowski. Seconded Cllr Gordon Guest.

- (ii) **Planting in Head Weir Road play area: To consider estimates:** Deferred, to be considered in Part 2

8. **INFORMATION, COMMUNICATION & TECHNOLOGY**

- (i) **Hidden emails: To receive report:** Noted.
- (ii) **Complaint about front page layout:** Respond to complainant acknowledging that the website could be better and that the Council has obtained estimates for a new website.

9. **MOTIONS PUT FORWARD BY COUNCILLORS**

- (i) **That the Council drafts an asset, property and investment strategy (Cllr James Buczkowski).** Withdrawn.
- (ii) **That the Council produces, in 'plain English' and in an accessible format, a schedule/timeline for the annual precept and budget setting process for publication (Cllr Ian Morton).** Deferred until the next meeting as Cllr Morton is not present at the meeting.

APPENDIX K

10. **SUB-COMMITTEES AND WORKING GROUPS: To receive Minutes and meetings and agree and action required:**
(i) **Policy Review Working Group meeting held on 20 November 2019:** Noted

12. **CORRESPONDENCE:** None

RESOLVED: that due to the sensitive/commercial nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr James Buczkowski, seconded Cllr Matthew Dale.

14. **STAFFING**

- (i) **Staffing report: To receive update report (to be sent under separate cover), including**
(a) **Overtime reports:** Noted (mindful of the cost of erecting/dismantling gazebos for Farmers' Market, consider providing grants towards this cost).
(b) **Assistant Maintenance Supervisor**

RESOLVED: That the Assistant Maintenance Supervisor is accepted for permanent employment by the Town Council. Proposed Cllr James Buczkowski, seconded Cllr Matthew Dale.

- (c) **Staff Training**

RESOLVED: That a 3.5 day cemetery training course is booked for as a refresher for 2 no. experienced cemetery operatives and 1 no. novice student as follows:

- Grave showing and burial course (LANTRA Certification 6007)
- Use of an excavator to excavate a grave or burial plot (LANTRA Certification 6008).

Total cost £2772.00 plus VAT

Proposed Cllr Gordon Guest, seconded Cllr Matthew Dale.

- (d) **Workstation assessments**

RESOLVED: That the Town Clerk is delegated to action any recommendations coming from the Access to Work report. Proposed Cllr James Buczkowski, seconded Cllr Matthew Dale.

NOTE: Clerk to find out the cost of having workstation assessments carried out for all Office staff.

- (e) **Van repairs:** Noted

- (f) **Recruitment of Special Projects Officer:** Employment started 11 Feb 2020.

- (g) **Deputy Clerk salary review following completion of CiLCA:**

RESOLVED: That the salary of the Deputy Town Clerk will be reviewed on successful completion of CiLCA. Proposed Cllr Gordon Guest, seconded Cllr James Buczkowski.

(h) Complaints relating to members of the public:

RESOLVED:

(i) That the Council confirms to the complainants that it has upheld the complaints and issues an apology on behalf of the Council.

(ii) With regard to a further complaint the Council will take legal advice and find out what action it can take. Respond to the complainant stating that the complaint is being investigated. Start a log of complaints.

Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

RESOLVED: That, as the time is now 12.30pm, the meeting is extended for a further 15 minutes to complete the business on the agenda. Proposed Cllr James Buczkowski, seconded Cllr Matthew Dale.

(i) **Bespoke Software:** The Admin staff would like the Council to consider purchasing bespoke software for allotment and cemetery administration.

RESOLVED: That the Admin staff prepare a cost benefit analysis explaining what the software does and how it will benefit the Council staff. Ask the IT Working Group to consider the request. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

(ii) **Complaint relating to Head Weir Road play area: To receive update and agree way forward:** The Council has agreed to plant a double mixed hedge in front of the garage and erect a 'No Ball Games' sign. It has also agreed to jointly instruct a surveyor to inspect the area.

Three estimates obtained for hedge planting.

RESOLVED: That the lowest estimate of £115 from Halcyon Landscapes to plant a double staggered row of hedging plants approx. 9m in length at Head Weir Road play area is accepted. Proposed Cllr James Buczkowski, seconded Cllr Matthew Dale.

NOTES:

1. Cllr Gordon Guest declared a prejudicial interest in respect of the following item.
2. As the Committee was no longer quorate the following item was deferred.

(iii) **Legal aid for Councillors: To consider.** As the Committee was not quorate and therefore unable to consider this item it was suggested that the matter is referred to full Council.

15. **OUTSTANDING INVOICES AND PAYMENTS: To receive report:** Noted

16. **DATE AND TIME OF NEXT MEETING:** Thursday 12 March 2020 at 10.30am.

APPENDIX L

Email received 5 February 2020

Dear Clerks

The [Local Government Boundary Commission for England](#) has opened a public consultation on its draft recommendations for new electoral arrangements for Mid Devon District Council.

The draft recommendations propose that:

- Mid Devon should be represented by 42 councillors, the same number as present
- Mid Devon should have 21 wards, three fewer than there are now
- The boundaries of all wards should change

The public can view the proposed changes via an interactive map which shows existing and proposed boundaries, as well as leave comments and suggest alternative boundaries on the [Commission's consultation portal](#).

Alternatively they may wish to write or email the Commission.

Review Officer (Mid Devon)

Local Government Boundary Commission for England
1st Floor, Windsor House
50 Victoria Street
London
SW1H 0TL
Email: reviews@lgbce.org.uk

Professor Colin Mellors, Chair of the Commission, said:

“We are publishing recommendations for a new pattern of wards across Mid Devon and we are keen to hear what local people think of the recommendations. Our review aims to deliver electoral equality for local voters. This means that each councillor represents a similar number of people, so that everyone’s vote in council elections is worth roughly the same, regardless of where you live.

“We also want to ensure that our recommendations reflect the interests and identities of local communities across Mid Devon and that the pattern of wards can help the council deliver effective local government for local people.

“We will consider all the submissions we receive, whoever they are from and whether your evidence applies to the whole district or just a part of it.”

Once the Commission has considered all the responses to the consultation, it aims to publish its final recommendations in June 2020 and, subject to all the necessary scrutiny processes, the new electoral arrangements are scheduled to come into effect at the district elections in 2023.

The public consultation will run until **13 April 2020**.

The Commission’s full report on its draft recommendations can be found at lgbce.org.uk.

To find out more...

Further information on drawing up a pattern of electoral wards and putting forward alternative proposals is available in the Local Government Boundary Commission’s guidance document:

[Electoral reviews: technical guidance](#).

The Local Government Boundary Commission also publish a practical guide for putting forward submissions called [How to propose a pattern of wards](#).

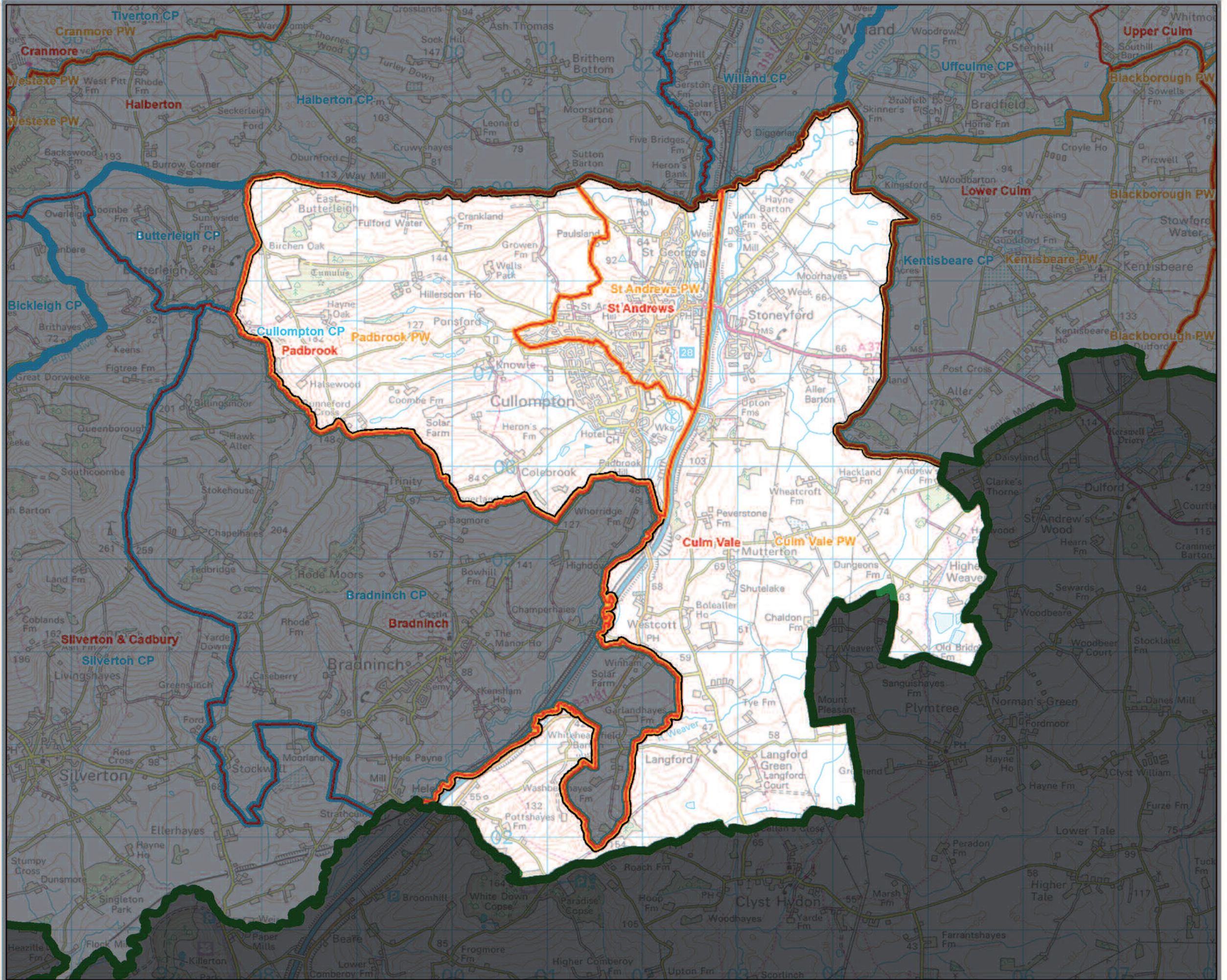
Information about previous electoral reviews of district councils where you can see how the Commission came to its conclusions and how other counties, districts and parishes responded to consultations on draft recommendations is also available at lgbce.org.uk.

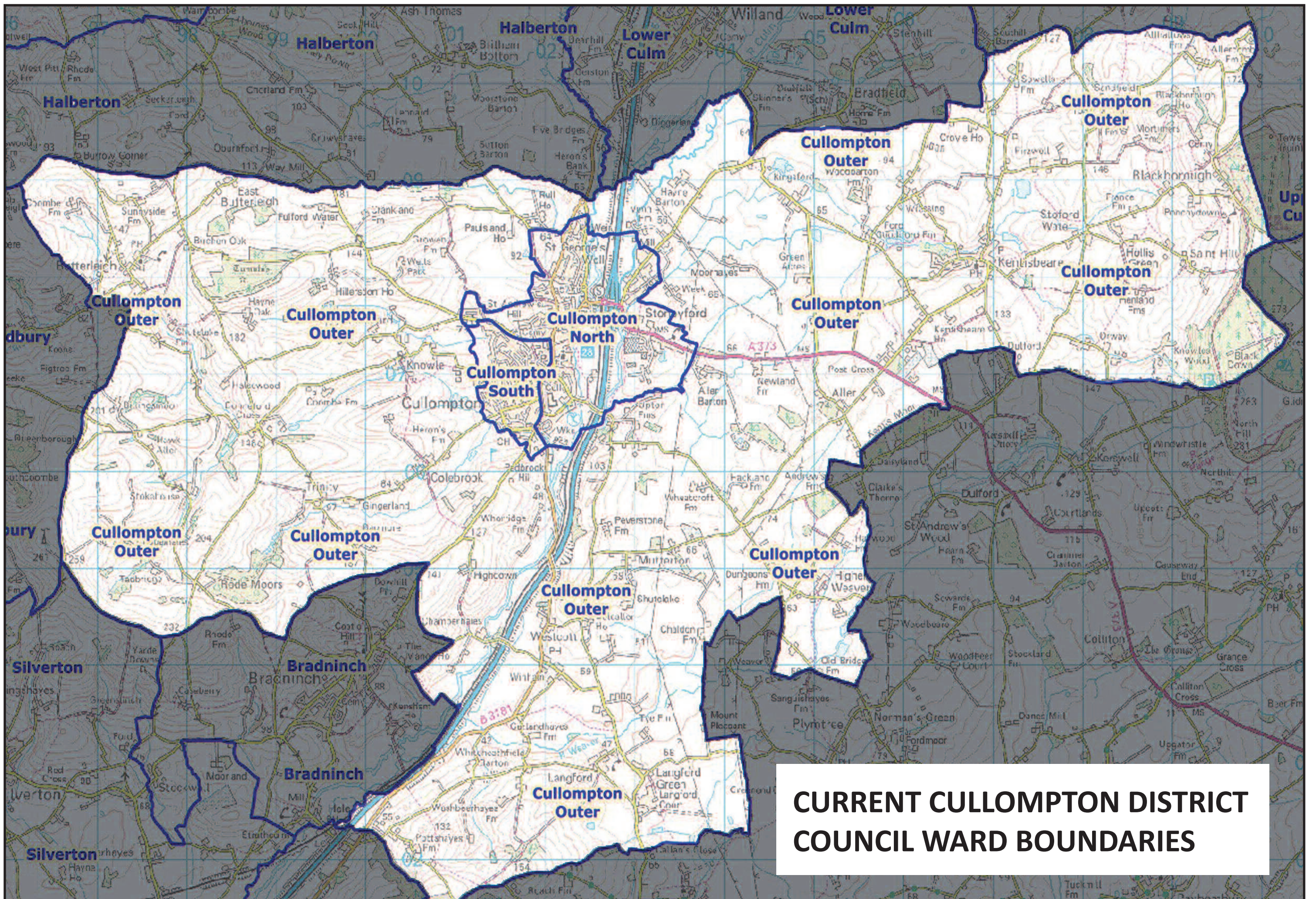
Please do not respond to me direct as I have no input in the Electoral review.

Carole Oliphant

Parish Warding Arrangements for Cullompton Town Council

-  District
-  Draft Recommendations
-  Parish Ward
-  Parish





**CURRENT CULLOMPTON DISTRICT
COUNCIL WARD BOUNDARIES**

APPENDIX M

RECEIVED BY EMAIL: 19/02/2020

To Whom it May Concern

Can I please suggest that some rubber road humps get erected on either side of the junctions of Swallow Way like they do in the EU. They help to slow the traffic down a little and also if they are going a little too quickly they also have the effect of helping that car to stop and avoid a collision.

It will also quite quickly send the traffic in the direction of Langlands Road as people will want to avoid the road humps and use the wider road which is Langlands Road which has the better sight lines in and out of the junctions.

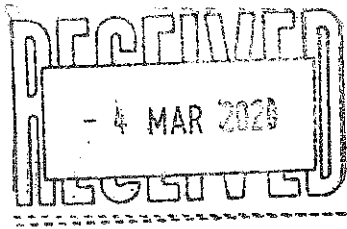
Which bring me to the other point of my email, can we please have some convex mirrors set up on the junctions of Parlour Mead and Swallow Way as they are pretty much blind coming into them and coming out of them.

There are lamp posts installed opposite the junctions so would be easy to install as they can be attached to them thus there would be no ground works involved just the purchase of them and the attachment to the lamp posts.

Yours

Matthew Good

50 Parlour Mead



**WALES & WEST
UTILITIES**

Wales & West House	Tŷ Wales & West
Spooner Close	Spooner Close
Celtic Springs	Celtic Springs
Coedkernew	Coedcarnyw
Newport NP10 8FZ	Casnewydd NP10 8FZ

Telephone/Ffôn: 0800 912 2999
 Fax/Ffôn: 0870 1459076
 Email/E-bost: enquiries@wwutilities.co.uk
www.wwutilities.co.uk

Ms Judy Morris
 Clerk to Cullompton Town Council
 Cullompton Town Council
 The Town Hall
 1 High Street
 Cullompton
 EX15 1AB

2 March 2020

Cullompton gas pipe upgrade

Dear Ms Morris,

I want to update you on our gas pipe upgrade work in Cullompton.

Our work began on 6 January and while we expected our work to finish in April 2020, I'm delighted to say that we've finished ahead of schedule.

Fore Street is open and parking restrictions on Langlands Road have been lifted.

I want to thank you for your patience while we were working., I appreciate our work may, at times, be inconvenient, but it really is essential to make sure that we keep the gas flowing to homes and businesses in your area and you and your family are safe and warm for generations to come.

Yours faithfully

Roxanne Whittaker
Programme Controller

Smell gas? Call us!
 Arogli nwy? Ffoniwch ni!

0800 111 999

All calls will be recorded and may be monitored
 Bydd yr holl alwadau'n cael eu cofnodi ac
 fe allant gael eu monitro



Wales & West Utilities Limited
 Registered Office:
 Wales & West House, Spooner Close, Celtic Springs,
 Coedkernew, Newport NP10 8FZ
 Registered in England and Wales number 5046791

APPENDIX O

Report to: Full Town Council

Prepared by: Maria Weston – Deputy Town Clerk

Date: 6th March 2020

RE: Town Hall Feasibility Study – Staff Welfare

At the meeting of the Cemetery & Town Hall Committee on 17th January 2020, members considered arrangements for staff welfare within the Town Hall. The committee were supplied with draft proposals for the provision of welfare facilities, an estimate for a new feasibility study and also financial information e.g. breakdown of running costs for the Town Hall, income from hall hire and the cost to hire alternative venues in which to hold Full Council meetings. Discussion ensued and it was:

RESOLVED: That the Committee would like the Full Council to support the renovation of the Town Hall along the lines of the feasibility study carried out in 2015. This would be the preferred alternative to other options e.g. for staff to be located in the hall and having to rent external premises for Full Council meetings and the loss of rental income etc.

Accordingly, the Cemetery & Town Hall committee's Recommendation is as follows:

RECOMMENDATION: That the Cemetery & Town Hall Committee requests the Full Council to support the renovation of the existing Town Hall along the lines of the feasibility study conducted in 2015.

Please see below for an overview of the study which will be supplied separately for your reference.

Introduction:

The Feasibility Study was written by a chartered architect in June 2015 as a consequence of staff having identified limitations of their work environment which if resolved would improve working conditions, provide additional office space and improve efficiency, comfort and public service. The study offered a proposal for development and refurbishment of the building and an outline costing.

Purpose of the Study (Scope):

To consider the existing accommodation and functionality of Cullompton Town Hall premises and to identify the options available to Cullompton Town Council to upgrade and improve the facilities in this building.

Summary:

- There are limited options for development so a possible layout for the building which meets all access and egress regulations etc., has been suggested (please refer to study document for a comprehensive explanation and drawings)

- Ambitions for major refurbishment were identified:
 1. Direct access into hall
 2. Improved WC facilities
 3. Secure reception area with more space
 4. Improved access to first floor and additional office space
 5. A committee room & private meeting room
 6. Improved catering facilities
 7. Improved staff facilities and access/egress for staff
 8. Clear escape routes
 9. Improved thermal performance

It is the opinion of the architect that facilities within the building can be improved significantly and that the building can be made more accessible, with any constraints being overcome. In order to do this the building will require extensive alteration.

An estimate of alteration costs was given in the region of £300,000.00 but it should be noted that this cost was specified back in 2015 and is likely to have increased over the 5 no. year elapsed period due to inflation.

NB: 2015-2019 - Using the Bank of England inflation calculator this would be approximately £335,088.24
Inflation averaged 2.8% a year.

Please could the Full Council consider the Cemetery & Town Hall Committee's Recommendation.
