



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, Devon, EX15 1AB
town.clerk@cullomptontowncouncil.gov.uk
01884 38249

Notice is hereby given that a Meeting of the **Town Council** will take place on **Monday 26th April 2021** starting at **19:00 hrs.**

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The public are welcome to attend this meeting by using the internet, mobile phones or landline phones – please see the links below:

If you are using the internet please use the following link to join the meeting:
<https://zoom.us/j/94597566789> Meeting ID 945 9756 6789 or use this QR code



To use one tap mobile dial 02034815240,,94597566789# or 02039017895,,94597566789#

To use a landline dial 0203 481 5240 or 0203 901 7895 or 0208 080 6591 or 0 208 080 6592 or 0330 088 5830 or 0131 460 1196 or 0203 481 5237

Meeting ID: 945 9756 6789

Members of the public are invited to ask questions or raise issues relevant to Cullompton as part of the item on the agenda called Public Participation; The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. If you would like to ask a question or speak, please email enquiries@cullomptontowncouncil.gov.uk 48 hours before the meeting with your first and last names and give a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

You may find it useful to read the Protocol on Remote Meetings before you join (this can be accessed on the Town Council's website)

The Agenda for the meeting is given below. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

Joy Norris
Town Clerk
Date: 19th April 2021

AGENDA

Town Council 26th April 2021

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

1. Mayor's Announcements

The Mayor may make announcements relevant to the work of the Town Council

Note: announcements are for information only and not for debate, discussion or questioning.

2. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

3. Declarations of Interests

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers 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.

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.

5. Minutes

To confirm the Minutes of the meeting held on 25th March 2021 as a correct record. (Supporting Paper A)

6. Action List

To receive and review the Action List relating to the Town Council. (Supporting Paper B)

7. Vote of Thanks

To consider a formal vote of thanks for the work of former Councillor Michelle Rowe.

8. Recommendation from the Town Centre & Economic Development Committee – Procurement Decisions

To consider a recommendation from the Town Centre and Economic Development Committee regarding procurement decisions and supporting the local economy. (Supporting Paper C)

9. Arrangements For Meetings after 6 May 2021

To consider the arrangements for meetings after 6 May when the legislation permitting meeting by remote attendance expires. (Supporting Paper D)

10. Annual Calendar of Meetings May 2021- June 2022

To consider and agree the Annual Calendar of Meetings for the 2021/2022 civic year (Supporting Paper E)

11. Co-Options

To receive written applications for the office of town councillor and to co-opt candidates to fill the existing vacancies. (Supporting Paper F)

12. Payments for Authorisation:

To examine and agree the accounts due for payment

(i) Payments from 2020-2021 Budget (Supporting paper G (i))

(ii) Payments form 2021-2022 Budget (Supporting Paper G(ii))

13 Ratification of Delegated Decisions

To ratify the decision(s) made by the Town Clerk in accordance with the delegated authority confirmed by Council at the meeting on 21 April 2020 (“that the Town Clerk is given delegated authority, following consultation with the Mayor and the Chair of the Policy, Finance and Personnel Committee, to take any necessary steps to deal with the emerging coronavirus situation, recognising that the health and safety of staff, councillors and the public is the priority.”).

(Supporting Paper H to follow)

14. Members Questions

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

Note: questions are to be for the purpose of obtaining information and not for debate nor discussion.

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 during the Public Participation session listed on the Agenda



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

Present

Chair: Councillor J Buczkowski

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

In attendance

Devon County and Mid Devon District Councillor J Berry

Officers: J Norris (Town Clerk)

2 members of the press attended the meeting

6 members of the public attended the meeting (including 2 representatives of the proposed development NGR 301216 106714 (West of Siskin Chase) Colebrooke Lane

238. **Mayor's Announcements**

The Mayor announced receipt of Cllr Rowe's resignation and said that her had been an active Member and instrumental in a number of projects; The mayor said that he would send a letter of appreciation and there would be an item on the next Town Council agenda regarding a formal vote of thanks.

239. **Apologies for Absence**

Apologies for absence were received from Cllrs Andrews and Dale. It was also noted that Cllr Haslett hoped to attend but may be late due to representing the Town Council at another meeting.

240. **Declarations of Interests**

The following declaration of interest was made:

- Cllr Lochhead declared a personal interest in Agenda item 15 Planning Application – Reserved Matters as he is a resident of the western end of Colebrook Lane

241. Public Participation

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

The Mayor read out the response that had been provided to the question raised at the last Town Council meeting regarding the Town Council working with the Keystone Project which was as follows:

Good morning,

At the February Town Council you asked for information about the work that the Town Council was doing with the Keystone project. Apologies for not replying sooner.

*The Keystone volunteers are aiming to get experience that will assist them in a number of ways, for example undertaking practical work and gaining experience that will assist them in obtaining employment. The Town Council is providing opportunities for that work and experience but is committed to **not** using the volunteers to do work that we would usually pay staff or contractors to undertake – thus the volunteers are providing added value to the town.*

The first project we did was for the volunteers to clean and tidy the base of the lime trees that are in the centre of town – this was done November – January. The current project is clearing the ground on the public footpath from the China Bell to Crow Green to help restore the path width.

I hope this is the information that you are looking for but if there is anything else you would like please let me know.”

Speaker 1

The Speaker explained that he and his colleague were attending the meeting on behalf of Taylor Wimpey Exeter, the applicants for the development to the west of Siskin Chase. They were present to answer any questions arising from the reserved matters application listed on the agenda.

Speaker 2

Asked why are some documents for the meeting were late. late again. The Mayor said he would look into the matter and respond.

242. MDDC & DCC Update Report

Note:

Cllr Berry spoke to his report during the Public Participation slot
Cllr Berry's gave his apologies for the delay in providing his written update report and spoke briefly about each of the main subject areas covered in the report;
Cllr Berry said that since writing eth report he had been advised that the Town Centre Regeneration meeting had been changed to 23 April at 10:00.

243. Minutes

The draft Minutes of the meeting held on 25th February 2021 were considered.
(Supporting Paper B to the Agenda)

RESOLVED to confirm the draft Minutes of the meeting held on 25th February 2021
as a correct record.

244. Action List

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

RESOLVED to note the action list

245. Recommendation from the Policy, Finance & Personnel Committee – Policy
Consideration was given to the recommendation from the Policy, Finance and
Personnel Committee that the draft Whistleblowing Policy is formally adopted by
the Town Council (Supporting Paper D to the Agenda)

RESOLVED to adopt and implement the Whistleblowing Policy attached to these
minutes as Appendix A

246. Recommendation from the Policy, Finance and Personnel Committee - Grants
Consideration was given to the recommendation from the Policy, Finance and
Personnel Committee that the excess and committed grants (deficit) are settled
from the Council's General Reserves Budget (Supporting Paper E to the Agenda)

RESOLVED that the excess and committed grants (totalling £740.00) are settled
from General Reserves.

**247. Recommendation from the Community Wellbeing Committee - Allotment
Provision**

Consideration was given to the recommendation from the Community Wellbeing
Committee that the Town Council does not look to manage the proposed allotment
site at the planned Culm Valley Park Development (near Siskin Chase) (Supporting
Paper F to the Agenda)

RESOLVED that the Town Council does not look to manage the proposed allotment
site at the planned Culm Valley Park Development (near Siskin Chase)

248. Fees & Charges: Recommendation from Committees
(Supporting Paper G to the Agenda)

Consideration was given to:

- i) Community Wellbeing Committee recommendation of an increase to
allotment fees (Top Field & Haymans Close);
- ii) Cemetery & Town Hall Committee recommendation of an increase to
cemetery fees (2021-22)

RESOLVED

- (i) That the 2022/2023 allotment fees for Top Field and Haymans Close Allotments be as follows

Description	2022-23
Top Field	
Half Plot	£25.00
Full Plot	£45.00
Haymans Close	
Half Plot	£20.00
Full Plot	£35.00

- (ii) That with effect from 1 April 2021 the cost of a 75 year grant of Exclusive Right of Burial (ERB) in Cullompton cemetery be £2,794.00
- (iii) That with effect from 1 April 2021 all other cemetery fees and associated costs (i.e. other than a 75 year ERB) be increased by 10%, to the nearest whole pound based upon on the 2020/2021 fees.

249. Draft Resource & Waste Strategy

The Devon County Council new Draft Resource and Waste Strategy was provided to Councillors (Supporting Paper H to the Agenda)

RESOLVED to delegate consideration of the Devon County Council new Draft Resource and Waste Strategy to Community Wellbeing Committee and for the Committee to make recommendations regarding a response to Council

250. Cullompton Railway Station:

- i) To receive an update following the recent Metro Group meeting (Supporting Paper I to the Agenda)
- ii) To consider and to agree the Town Council's stance regarding the proposed railway station project which is currently being developed for the town and to agree any associated budgetary provision.

RESOLVED

- (i) Note the update report
- (ii) That the Town Council stance is that the Town Council is very supportive of the new railway station
- (iii) That as part of the budget process each year from 2022/2023 consideration is given to the allocation of £10,000 to an EMR for the new railway station project

251. Payments for Authorisation:

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

RESOLVED that the invoices due for payment totalling £5,82.99 gross and the Direct Debits and standing authorisation items of £1,274.99 be approved.

252.

Planning Application – Reserved Matters:

Consideration was given to the Town Council's stance regarding the proposed development NGR 301216 106714 (West of Siskin Chase) Colebrooke Lane. (Supporting Paper K to the Agenda)

Note: 20:02hrs

RESOLVED to suspend Standing Orders for 10 minutes to enable Councillors to ask the developer's representatives questions and get their responses.

- Access road – Colebrook Lane – what will happen to the access road in the future?
The representatives responded that the link is going to be used for construction traffic to limit the disruption to residents of Siskin Chase. When the development is complete the road will be downgraded to a 3m pedestrian / cycle way.
It could be made into a road in the future if required.
- Road widths and access due to parked vehicles is a big problem on many developments
The representatives responded that the proposed site layout tries to ensure that parking spaces are close to the relevant homes and the Cullompton Neighbourhood Plan parking standards were used in the design; all of the road widths take into account the requirements long /larger vehicles such as refuse trucks, fire engines etc. All the roads on the development will be offered to the highway authority for formal adoption.
- Play Areas / Open Space
5 a side goals, basketball hoop & fibreglass climbing boulders suitable for older children would be a good idea – not just play areas and equipment for toddlers
The representatives explained that proposals include a woodland trail theme, creating some natural play areas, there will be space for playing football but not formally marked
- The layout of the site needs to be more interesting with different aspects of the buildings visible and a greater variety of building materials used
- The road safety aspects of Siskin Chase going into the new development will require mitigation

The representatives responded that significant thought has gone into the open space provision but some aspects are still under discussion with Mid Devon District Council.

The access to the development was subject to a road safety audit but developers do need to be aware of various risks and mitigations have been considered as an integral part of the lay out

Note: 20:21hrs Standing Orders were re-instated and the meeting went back into formal session

The developer representatives were thanked for their input

RESOLVED that the Council supports the amended proposal for reserved matters subject to further consideration being given to:

- Play areas and provision for children older than toddlers
- Access road
- Road widths
- A greater variety of building orientation and finishes making the site more interesting and dementia friendly

Note: Cllr Lochhead had declared a personal interest in this agenda item.

253. Planning Committee's Terms of Reference

Consideration was given to current Terms of Reference for the Planning and Licensing Committee (Supporting Paper L to the Agenda) and possible revisions to

- a) add full delegated authority for dealing with any matters pertaining to the Culm Garden Village and any planning consultations;
- b) agree that all Town Councillors automatically become members of the Planning Committee but that the Quorum for this Committee remains as is current, at 3 no.

RESOLVED that with immediate effect

- (i) that the composition of the Planning and Licensing Committee is all Town Councillors
- (ii) that the quorum of the planning and Licensing Committee is 3
- (iii) that the terms of reference / scheme of delegation relating to the Planning and Licensing Committee are amended to include
 - responding to consultations and planning applications for Culm Garden Village, including the East Cullompton Local Plan allocation and the development of the East Cullompton Masterplan; Cullompton Town Centre Masterplan; Cullompton Town Centre Heritage Action Zone; NW Cullompton Urban Extension and additional sites coming forward adjacent to the NW Extension; Transport infrastructure, such as the Town Centre Relief Road, a new Bus Station, a new Railway Station, new cycle paths, improved pedestrian access and other transport related issues; How the climate emergency proposals interact with any or all of these projects; the 2020 MDDC Local Plan, and the new emerging MDDC Local Plan (2021); the emerging MDDC sports pitch strategy
 - To discuss, consider and respond to: Strategic Planning developments; potential planning developments; general planning or planning related documents; informal verbal or

written comments or questions arising from potential developments; planning applications; Neighbourhood Plan Development Orders

- To consider, draft and develop planning policies, planning position statements for the consideration of the Town Council
 - Draft informal statements and oral responses on planning matters when so requested
- (iv) that all the items listed in (iii) above are refined into a the terms of reference / scheme of delegation and presented to Council for approval

254. Members Questions

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

It was reported that when the pandemic restrictions ease the National Association of Local Councils is going to take the working model of holding 75 % of meetings by remote attendance and 25 % in –person.

It was reported that the gate at The Leat is supposed to swing back so it is always closed – doesn't seem to be working.

The question was asked when will the seats at the Lower Bullring be re-instated?

Some roads have been marked for repair, which is urgently needed; please can an item go on a future agenda to urge Devon County Council highways to get the work done as a priority matter.

255. Exclusion of the Press and Public

RESOLVED to exclude the public and press during consideration of Agenda Item 19, Station Road Public WC Facility - on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (Personal and Financial Information)

256. Station Road Public WC Facility

Consideration was given the Heads of Terms of the Station Road public convenience sale (Supporting Papers M & N for Committee Members only)

RESOLVED that the heads of terms as presented to the Council are agreed subject to 2 being amended to read “That the seller will use for the provision of a public convenience in Forge Way Car Park, Cullompton” instead of in the parish of Cullompton

The meeting closed at 21:05 hrs

No	Date of Meeting	Agenda item/Topic / Minute No	Resolution	Financial implications	To be actioned by	Priority	Remarks
1	12/03/2020	Sale of former BT phone Kiosk Minute 212	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.		DTC		BT asked to ensure that all service connections have been disconnected 17.03.20 BT confirmed services still connected, awaiting them to disconnect 12-16 weeks H2 10.08.20 confirmation received that power has been disconnected Agreement drafted by CTC Staff now to be forwarded to Tozers for checking Changes suggested by Tozers to be incorporated then document re-checked Document forwarded to Tozers 06.01.2021 for further check Agreement has been approved by CTC Solicitor is now with purchaser to check final details Deputy Town Clerk has been in touch with buyer' completion date to be agreed once lockdown is eased
2	14/05/2020	Motions regarding Code of Conduct	(i) That Cullompton Town Council create a new Code of Conduct policy which states clearly whether or not the Town Council will support a Councillor in Code of Conduct complaints and in what circumstances it would not support a Councillor in a Code of Conduct complaint (ii) That Cullompton Town Council create mechanism(s), either using existing insurance or legal support arrangements or some other means to ensure all Cullompton Town Councillors have access to legal support including for Code of Conduct allegations (iii) Prepare paper for Councillors about code of Conduct complaints, investigations and D15 sanctions		TC		

Please Note:

1: information updated or added since the last report will be in bold, red text

2: Actions Completed / Decisions Implemented will be greyed out and removed from the next report

3	11/06/2020	Queen's Birthday Honours	Write nominations		TC		Nomination submissions have been drafted
4	27/08/2020	Committee Documents	- Cllr Buzckowski's proposals (i) inform staff of changes required to future agendas and minutes (ii) update meetings protocol guidance (iii) Change Zoom settings to enable recording (iv) set up account with sound cloud and link to CTC website (v) transfer all audio and video recordings of meetings held by CTC to sound cloud account		TC		(i) staff informed of changes to committee documents (ii) Zoom settings changed 03.09.20 Sound cloud account set -up recordings are being transferred committee by committee with links from the Town Council website 06.01.2021 Audio recordings of meetings held since resolution made are available on sound cloud via links on the relevant committee page of the Town Council's website
5	27/08/2020	Station Road Toilets	Inform developer of Council response		TC		Developer informed by phone (letter also to be sent)
6	10/11/2020	Monitoring Officers Report	(i) Issue any existing NALC Guidance to Cllrs plus a briefing note covering recommendations 1-3 of report (ii) Research policy as described by MO for meeting notification		TC		(i) DCLG guidance, NALC Legal Topic Note and general advice emailed to Councillors (ii) 19.01.21 Monitoring Officer facilitated Councillor training session
7	26/11/2020	Grants	make grant of £250.00 to Cullompton Rangers Youth Football		TC		Waiting for club bank details
8	02.12.2020	Grant Application	notify Cultural Consortium of grant award		TC		Waiting for results of funding bid to be announced - Heritage England have said it will not be until after the May 2021 elections
9	25.02.21	Policies	Update policy list and website: Complaints; employee code of conduct		TC		(i) Complaints Policy & Procedure added to list & updated on website 24.03.21
10	25.02.21	Budget Re-allocations	Update financial system		TC		completed 01.04.21
11	25.02.21	internal audit report	Contact auditor with Council minutes & updates on recommendations		TC		council report and minute emailed to internal auditor
12	25.02.21	<u>Help@hand</u>	purchase app and implement		TC		contact made with supplier, app being set-up for CTC input

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13	25.02.21	Grants	make grants (i) community life Hub (ii) Keystone project		TC		On bank list 28.03.21
14	25.02.21	Bank signatories	add Cllr Lochhead & Deputy Town Clerk to accounts as agreed		TC		
15	25.02.21	Parking st George's View	send letter to DCC & copy to DCC & MDDC Councillors		TC		
16	25.03.21	Chair's announcements	send letter of appreciation to M Rowe		TC / Mayor		
17	25.03.21	Whistleblowing Policy	(i) amend policies list (ii) put on website (iii) inform staff (iv) email updated list and policy to Cllrs for memory stick		TC		(i) Policies list updated (ii) Website updated (iii) policies list and whistleblowing policy emailed to Councillors
18	25.03.21	Siskin Chase - new development - allotments	advise relevant organisation(s) that CTC does not wish to manage the proposed allotments		TC		Developers Rep informed by email
19	25.03.21	fees & charges	(i) update prices on RBS (ii) update prices on relevant documents (iii) update information on website		TC		
20	25.03.21	Planning Application west of Siskin Chase reserved matters	Email CTC resolution to planning authority		TC		Comments placed on planning portal
21	25.03.21	Planning Committee ToR	Draft revised ToR for presentation to Town Council for approval		TC / Chair of Planning		

Please Note:

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**Agenda No 8 , Recommendation from the Town Centre and Economic Development Committee –
Procurement Decisions**

RECOMMENDED to Council that the Town Council will endeavour to support local businesses and traders when it is making procurement decisions and continues to support the buy local ethos and the Town Council will strive to promote the local economy.

1. At its meeting on 22 February 2021 the Town Centre and Economic Development Committee considered information from the “We’re Backing Britain Campaign” together with a covering report by the Town Clerk – both are attached to this report
2. The Committee resolved that it would make the recommendation above to Council.

Report Prepared: 1 March 2021

Report presented to Town Centre & Economic Development Committee

Introduction

1. The attached information was sent to Councillors by a member of the public. Subsequently the town Clerk was requested to put an item on the agenda for a meeting of this Committee.

Other Relevant Information

2. The Town Council procurement process does have to comply with certain rules and regulations which include the Town Council's own Standing Orders and The Public Contracts Regulations 2015.
3. The Town Council has a responsibility to ensure it acts in a transparent way, provides "a level playing field" for suppliers and contractors and obtains value for money.
4. At the beginning of The Town Council's Scheme of Delegation /Terms of Reference is the following statement of intent.

"Decision Making The Town Council and its Committees, Working Groups and staff will endeavour to work within the policy framework set by the Town Council and Its Committees; if the Town Council or a Committee makes a decision which deviates from an agreed, existing policy the reason for the deviation will be included in the minute recording the decision. If a member of staff makes a decision which deviates from from an agreed, existing policy the reason it will be reported to the next relevant Committee meeting.

All decisions will be made with due regard to the following principles:

- *Legality*
- *Financial prudence and value for money*
- *The management of risk in a proportionate and considered manner*
- *The exercise of power must be proportionate to the desired outcome*
- *Account will be taken of consultation with partners and the public*
- *Proper consideration of advice from Officers and professional advisors*
- *Respect for human rights, diversity and equality*
- *Environmental impact and sustainability*
- *Council, Committee and Sub Committee decisions will be made in public whenever appropriate and possible*

Specifically, decision makers will ensure that in arriving at a decision full and proper consideration is given to

- *The likely effect on crime and disorder and the need for prevention (Crime and Disorder Act 198 S 17)*
- *The Town Council's duty to promote equality and diversity*
- *Human Rights Legislation*
- *Environmental impact and sustainability*
- *Health and safety*
- *Obtaining and delivering value for money"*

Report Prepared: 18 February 2021

Report Author: Town Clerk

Background Papers:

National Association of Local Councils Legal Topic Note 87 (February 2021)

CULLOMPTON
COULD BE THE
FIRST TOWN
IN THE UK
TO START BACKING
BRITAIN

Will YOU Help?

Why do we need to back Britain at this time?

Like the rest of the world, we are in very uncertain times due to the Covid restrictions and the financial implications of Britain not working as normal.

Britain's exit from the EU will also give rise to a certain amount of uncertainty for our farmers, fishermen and businesses in general.

How may this uncertainty affect us all?

It is predicted that many businesses and jobs will not survive, driving unemployment to levels not seen since the 2nd World War.

How can we help others in order to help ourselves, our families and our businesses? The answer is simple. Buy British. It is rare to find an item that is not produced in this country, yet we often favour buying foreign.

Just the other day I wanted to buy an alcohol burner, and searched Ebay for choices. I came up with five that appeared to be suitable, and priced well. Therefore, I enquired as to where these items were made. All five came from China, so I declined to purchase them. For another £2 we bought the same item that had been British manufactured. The difference was simply asking the question before buying.

This shows that we are backing Britain, building a future not only for ourselves, but our children and grandchildren.

Another example of where we can help our farmers to thrive, is the cheese industry. British cheese now leads the world in supplying quality cheeses. Buying quality British cheese can be far less expensive than imported cheese. e.g.

La Rustique French Camembert 250gm	£2.05
British Tesco Camembert 250gm	£1.25

The rationale is simple. Check where it comes from and buy British. It may cost a little more, be the same price, or even less expensive. But even if we pay a little more, this money is staying in the country, helping to provide jobs and wealth for us all.

Can your organization support the statement of intent, "We will always try to buy British goods / Services first", and encourage others to do the same?

STRATEGY

The present strategy is to receive statements of intent from Cullompton organizations supporting "I'M BACKING BRITAIN".

Produce a logo including the strapline "I'M BACKING BRITAIN".

Small poster for businesses in Cullompton to display.

Press release stating our objectives and achievements.

Arrange for TV coverage locally and nationally.

Work together to get this adopted as a national strategy.

Please discuss this with colleagues and friends. I'm backing Britain, will you?

Agenda No 9, Arrangements for Meetings after 6 May 2021

Introduction

1. The emergency legislation enabling Councils to hold formal, decision making, meetings with Councillors attending remotely expires on 6 May 2021. Arrangements are therefore being made to enable Council meetings to proceed in as safe a manner as possible.

Proposed Risk Mitigations for Cullompton Town Council and Committee Meetings

2. The following mitigations are currently proposed and under active implementation; they will be reviewed and adapted in the light of advice and guidance from Government and bodies such as the National Association for Local Councils.
 - The Agendas for meetings will only contain items for decision (other than, Chair's Announcements, Apologies for Absence, Declarations of Interest, Public Participation and Members Questions); Any information items will be issued to Councillors in a Clerk's Update. (This is to help keep the meetings as short as possible whilst allowing debate before decisions are made)
 - Meeting attendees must use the hand sanitiser at the entrance to the Town Hall
 - Meeting attendees must wear facemasks whilst in the Town Hall (including during the meeting)
 - Members of the public and Councillors not on the Committee will be encouraged to join the meeting via Zoom rather than attending the meeting at the Town Hall. ICT equipment is being purchased so that the meeting can be live on Zoom and members of the public can be seen and heard in the town Hall using the zoom link.
 - Meeting attendees are asked to maintain social distancing at all times and to refrain from casual conversations.
 - Each Councillor will be allocated a table space, with a microphone; and it will be separated from its neighbours by a screen; this allocated space will not change from meeting to meeting.
 - In each allocated space there will be a sanitising method – Councillors are responsible for sanitising their allocated space on arrival and departure.
 - Meeting attendees are asked to bring their own pens, pencils and papers. All papers should be securely fastened together and must be removed at the end of the meeting.
 - Plastic Chairs will be used (for ease of cleaning)
 - Doors and windows will be open during the meeting to keep the room as ventilated as possible (meeting attendees should therefore dress appropriately to keep warm)

Town Council 26 April 2021
Supporting Paper D

- The costs of buying a fogger and steam cleaner are being researched
-
- The toilets in the town hall will be open for meeting attendees - hand sanitiser, which is located on the wall by the office door should be used before and after entry to and from the toilets.

Report prepared: 9 April 2021

Report Author: Town Clerk

CULLOMPTON TOWN COUNCIL SCHEDULE OF MEETINGS

SCHEDULE OF MEETINGS 2020-2021

	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Su				1									1	
Mo				2			1						2	
Tu		1		3 Spare			2 Spare			1 Spare	1 Spare		3 Spare	
We		2		4		1	3		1		2		4	1
Th		3 1900 CTH	1 1900 CTH	5 1900 CTH	2 1900 CTH		4 1900 CTH	2 1900 CTH		3 1900 CTH	3 1900 CTH		5 1900 CTH	2 1900 CTH
Fr		4	2	6	3	1	5	3		4	4	1	6	3
Sa	1	5	3	7	4	2	6	4	1	5	5	2	7	4
Su	2	6	4	8	5	3	7	5	2	6	6	3	8	5
Mo	3	7	5	9	6	4	8	6	3	7	7	4	9	6
Tu	4 Spare	8 1900 PLC	6 1900 PLC	10 1900 PLC	7 1900 PLC	5 Spare	9 1900 PLC	7 1900 PLC	4	8 1900 PLC	8 1900 PLC	5 Spare	10 1900 PLC	7 1900 PLC
We	5	9	7	11	8	6	10	8	5	9	9	6	11	8
Th	6 1900 CTH	10 1900 PFP	8 1900 PFP	12 1900 PFP	9 1900 PFP	7 1900 CTH	11 1900 PFP	9 1900 PFP	6 1900 Council	10 1900 PFP	10 1900 PFP	7 1900 CTH	12 1900 PFP	9 1900 PFP
Fr	7	11	9	13	10	8	12	10	7	11	11	8	13	10
Sa	8	12	10	14	11	9	13	11	8	12	12	9	14	11
Su	9	13	11	15	12	10	14	12	9	13	13	10	15	12
Mo	10	14	12	16	13	11	15	13	10	14	14	11	16	13
Tu	11 1900 PLC	15 Spare	13 Spare	17 Spare	14 Spare	12 1900 PLC	16 Spare	14 1900 Council	11 1900 PLC	15 Spare	15 Spare	12 1900 PLC	17 Spare	14 Spare
We	12	16	14	18	15	13	17	15	12	16	16	13	18	15
Th	13 1900 PFP	17 1900 CW	15 1900 CW	19 1900 CW	16 1900 CW	14 1900 PFP	18 1900 CW	16 1900 CW	13 1900 PFP	17 1900 CW	17 1900 CW	14 1900 PFP	19 1900 CW	16 1900 CW
Fr	14	18	16	20	17	15	19	17	14	18	18	15	20	17
Sa	15	19	17	21	18	16	20	18	15	19	19	16	21	18
Su	16	20	18	22	19	17	21	19	16	20	20	17	22	19
Mo	17	21	19	23	20	18	22	20	17	21	21	18	23	20
Tu	18 Spare	22 1900 PLC Spare	20 1900 PLC Spare	24 1900 PLC Spare	21 1900 PLC Spare	19 Spare	23 1900 PLC Spare	21	18 Spare	22 1900 PLC Spare	22 1900 PLC Spare	19 Spare	24 1900 PLC Spare	21 1900 PLC Spare
We	19	23	21	25	22	20	24	22	19	23	23	20	25	22
Th	20 1900 CW	24 1800 Council	22 1900 Council	26 1900 Council	23 1900 Council	21 CW	25 1900 Council	23	20 1900 CW	24 1900 Council	24 1900 Council	21 1900 CW	26 1900 Council AGM	23 1900 Council
Fr	21	25	23	27	24	22	26	24	21	25	25	22	27	24
Sa	22	26	24	28	25	23	27	25	22	26	26	23	28	25
Su	23	27	25	29	26	24	28	26	23	27	27	24	29	26
Mo	24	28 1900 TCED	26 1900 TCED	30 1900 TCED	27 1900 TCED	25 1900 TCED	29 1900 TCED	27	24	28 1900 TCED	28 1900 TCED	25 1900 TCED	30	27 1900 TCED
Tu	25 1900 PLC Spare	29	27	31	28	26 1900 PLC Spare	30	28	25 1900 PLC Spare		29	26 1900 PLC Spare	31	28 Spare
We	26	30	28		29	27		29	26		30	27		29
Th	27 1900 Council AGM		29 Spare		30 Spare	28 1900 Council		30	27 1900 Council		31 Spare	28 1900 Council		30
Fr	28		30			29		31	28			29		28
Sa	29		31			30			29			30		29
Su	30					31			30					30
Mo	31								31 1900 TCED					31

School Holiday	Council FULL COUNCIL	CW COMMUNITY WELLBEING COMMITTEE
Public Holiday	PLC PLANNING AND LICENSING COMMITTEE	CTH CEMETERY AND TOWN HALL COMMITTEE
Spare Meeting Dates	PFP POLICY, FINANCE AND PERSONNEL COMMITTEE	TCED TOWN CENTRE AND ECONOMIC DEVELOPMENT COMMITTEE

Agenda No 11, Co-Options

1. The Town Council gave notice of casual vacancies in outer (1), south (2) and north (1) wards in August 2020 and was subsequently authorised by Mid Devon District Council to proceed to co-option as the requisite number of electors had not requested an election.
2. In January 2021, following advertisement, 2 applications were received for the available 4 seats and Councillors were co-opted to the 2 South wards seats leaving 1 seat in Outer and 1 seat in North still to be filled by co-option.
3. The outer and north seats were advertised again at the beginning of March 2021 and 1 completed application form – attached - was received by the closing date of 12 noon on 31 March 2021.
4. The Town Council Casual Vacancy Co-option policy states “At the Town Council meeting candidates will be given a maximum of 5 minutes to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of Cullompton Town Council. The process will be carried out by adjourning the meeting to allow the candidate(s) to speak. Discussion about the applications will take place in council session without intervention from the candidates or members of the public”
5. Councillors may ask questions of the candidates but must take care to ensure that all candidates are given the opportunity to provide the same information.
6. Further, the Town Council’s Casual Vacancy Co-option Policy, in line with the advice given by the National Association of Local Councils states “Where the number of candidates equals or is less than the number of vacancies the following proposal will need to be made and seconded by a Councillor *“that there being XX vacancy and XX candidate(s), namely xxxxx yyyy in accordance with legislation and the Town Council’s policy the Council formally declares the casual vacancy filled by xxxxx yyyy*”

Report Author: Town Clerk
Report Date: 7 April 2021

Background Papers:
Cullompton Town Council Casual Vacancy Co-Option Policy

APPLICATION FOR CO-OPTION TO CULLOMPTON TOWN COUNCIL

Thank you for your interest in becoming a Cullompton Town Councillor. Please provide the information below to assist the council in making their decision.

Please note that your name and the information in the “about you” section will be provided to Councillors to assist in the consideration of candidates for co-option.

Full Name and Title	Martin Daniel Beckwith		
Home address			
Home Telephone			
Mobile Telephone			
Email Address			
Please indicate which Ward you wish to stand in. You can stand in all Wards in which there are vacancies but may be asked at the Full Council meeting to co-opt new members to explain the reason for your choice.			
North Ward		Outer Ward	X
About You. Please provide the council with some background information about yourself. Continue on a separate sheet if necessary.			
<p>I would like to join the town council as I want to become involved in the community, learn more about the needs of the town and be part of the team working to resolve these.</p> <p>I moved to Cullompton during 2019. Last year I finished a long career with Lloyds Banking Group and I am hoping that the skills and experience I have built up will be useful in representing the council.</p> <p>Though new to Cullompton I have been in the area for some time having lived on Exmoor for 25 years and before that at Hatch Beauchamp near Taunton.</p> <p>Being a branch manager in Minehead, Taunton and Yeovil frequently involved me in local activities and decisions. I have also worked in London, as well as most other cities in the UK, having been responsible for a wide range of teams over the years.</p> <p>I have been involved in community activities as a school governor, speaking at local enterprise agencies, as a mentor for businesses, and career coaching for students through Business in the Community and the ReDiscover digital careers programme.</p> <p>As a family we have always been involved in local events, parish council, village hall and church activities, but this is the first opportunity I have had time to invest in a council role.</p> <p>I hope I will be able to build on these experiences to understand the needs of residents represented by the council, both in terms of people living in the town and its rural outer areas.</p>			

I also enjoy walking, tennis and sailing at Wimbleball Lake. My wife, Serena, and I enjoy gardening, and are interested in local history. Both our children work locally.

During my career I have been very used to chairing and participating in committee activities. I am comfortable leading on projects and also a good team player. I am a good listener with good interpersonal skills, regularly asking questions to get to the core of an issue.

I am comfortable working with IT, experienced making presentations, and used to working in an environment where conduct, compliance and legal aspects need to be considered.

Cullompton has a dynamic and exciting future. I hope that through my experience I can bring an additional perspective and useful insight. I am looking forward to learning more about the town and helping meet the needs of residents.

*delete as appropriate

CO-OPTION ELIGIBILITY DECLARATION

1. In order to be eligible for co-option to Cullompton Town Council, you must be a British subject, or a Citizen of the commonwealth or European Union and, on the relevant date (i.e. the day on which you are nominated or, if there is a poll, the day of the election) be 18 years of age or over. You must also be able to meet one of the following eligibility criteria set out below (please tick which applies to you):

I am registered as a local government elector for the parish; or

I have, during the whole of twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

My principal or only place or work during those twelve months has been in the parish; or

I have, during the whole of twelve months, resided in the parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a local Councillor or being a member of a local council if he or she is:

- a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint Committee on which the council is represented; or
- b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his or her creditors. This disqualification for bankruptcy ceases in the following circumstances:
 - i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his or her debts have been fully discharged;
 - ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his or her part;
 - iii. If the person is discharged without such a certificate.


In 2ai or 2aii above, the disqualification ceases on the date of the annulment and discharge respectively.

In 2aiii above, it ceases on the expiry of 5 years from the date of discharge; or

- c. Has, within 5 years before the day of election or since his or her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than 3 months without the option of a fine; or
- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

DECLARATION

I (insert full name) __ Martin Daniel Beckwith __ hereby confirm that I meet the qualification criteria and am not disqualified for any reason from holding the office of Councillor at Cullompton Town Council and that the information provided on this form is, to the best of my knowledge, true and accurate.

Signed: 

Date: 26/3/2021

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Description	A/C	Net Value	VAT	Invoice Total	Authorised	Authorised
22/03/2021	019/21	3681	AJP	PAT testing	4405	112.00	-	112.00		
			AJP Total					112.00		
19/03/2021	4832	3682	ALARMTEC	Fire Alarm & Lighting Service	4405	64.31	12.86	77.17		
			ALARMTEC Total					77.17		
26/03/2021	INV-15468	3683	ATLAS	Monthly Safety Services	4063	60.00	12.00	72.00		
			ATLAS Total					72.00		
23/03/2021	4700	3684	CULLOMPTON GLASS	Replacement poly to bus stop	4120	344.38	68.88	413.26		
			CULLOMPTON GLASS Total					413.26		
30/03/2021	83095	3695	D&H Plant	Digger Hire	4310	130.00	26.00	156.00		
			D&H PLANT Total					156.00		
31/03/2021	49029	3696	EDENVALE	Seeded Turf	4310	7.15	1.43	8.58		
			EDENVALE Total					8.58		
03/03/2021	H21288	3678	HANOVER	6 monthly lift service	4405	170.00	34.00	204.00		
			HANOVER Total					204.00		
28/02/2021			Kate Haslett	Councillor Allowance		100.00	-	100.00		
			KATE HASLETT TOTAL					100.00		
15/03/2021	159353	3688	LABDON	Duct tape/plywood/plugs	9070	51.72	10.34	62.06		
29/03/2021	161430	3692	LABDON	Nails & Plywood	4310	74.90	14.98	89.88		
			LABDON Total					151.94		
29/03/2021	6175	3693	MARBLES	Public Toilet Cleaning	4150	2,519.98	504.00	3,023.98		
			MARBLES Total					3,023.98		
17/03/2021	20029317	3685	MDDC	Garden Waste Bags	4072	413.70	82.74	496.44		
			MDDC Total					496.44		
10/03/2021	101787528	3686	RICOH	Photocopier rent & charges	4050	347.65	69.53	417.18		
			RICOH Total					417.18		
15/03/2021	72020023	3694	PATIENTCARDS	Help at Hand App subscription		800.00	160.00	960.00		
			PATIENTCARDS Total					960.00		
18/03/2021	20210318	3687	TIM SCRACE	Bus shelter cleaning	4120	97.00	-	97.00		
			TIM SCRACE Total					97.00		
19/03/2021	INV-1320	3690	WAKEHAM	Asbestos Roof Removal	9070	650.00	130.00	780.00		
			WAKEHAM Total					780.00		
21/03/2021	45895	3691	WASTEOLGY	Cemetery skip exchange	4310	300.00	60.00	360.00		
31/03/2021	46073	3697	WASTEOLGY	Skip rental	4310	20.00	4.00	24.00		
			WASTEOLGY Total					384.00		

31/05/2020	7849(V2)	3700	YMCA DULVERTON	Youth Service Jun 20 to Mar 21	4850	4,588.25	917.65	5,505.90		
			YMCA DULVERTON Total					5,505.90		
			Grand Total					12,959.45		
Payments made by Direct Debit										
07/03/2021	IN00525317	3677	NPOWER	Cemetery Electric Feb 2021	4310	110.85	5.54	116.39		
			NPOWER Total					116.39		
27/03/2021	26247764	3689	OPUS	Town Hall Gas 24.2.21-26.3.21	4405	55.11	2.76	57.87		
			OPUS Total					57.87		
31/03/2021	146547005	3698	WORLDPAY	Card Machine Charges March 21	4035	56.55	8.31	64.86		
			WORLDPAY Total					64.86		
Payments made by Soldo Card										
28/02/2021	2021-13564		SOLDO	Subscription February 2021		10.00	2.00	12.00		
31/03/2021	2021-19077		SOLDO	Subscription March 2021		10.00	2.00	12.00		
27/03/2021			Amazon	Queue Barrier		29.99	6.00	35.99		
Payments made by Credit Card										
21/03/2021			Lloyds Bank	Credit Card Fee		32.00	-	32.00		

Other Payments									
01/04/2021			Cullompton Town Council	Petty Cash Top Up		25.00	-	25.00	

Agenda No 13, delegations of Decision Making During the COVID-19 Pandemic

1. The Town Council resolved at its meeting on 21 April 2020 that the Town Clerk is given delegated authority, following consultation with the Mayor and the Chair of the Policy, Finance and Personnel Committee, to take any necessary steps to deal with the emerging coronavirus situation, recognising that the health and safety of staff, councillors and the public is the priority.
2. The following decision is reported for ratification

No	Topic	Decision	Councillors Consulted
1	Purchase of Microphones or own Hall to enable every Councillor to have their own microphone at a meeting. Part of the COVID_19 return to face-to face- meetings risk mitigations	To purchase 10 additional microphones for the Town Hall audio system. Cost £1,390 (excl VAT). The supplier to be the same as for the initial audio system purchase. (the costs of the microphones was compared with other on-line suppliers)	Mayor, Deputy Mayor and Chair of Policy, Finance and Personnel
<p>Note: A similar decision will also be required in the very near future regarding the purchase of clear, freestanding, desktop screens for use on the tables between Councillors. A quotation is awaited and is not expected to exceed £1,250</p>			

These decisions are reported as they exceed the Town Clerk's expenditure limit of £500.00 set in Financial Regulations (No 4.1) but the purchases are needed without any delay as part of the risk mitigations for the Town Council to return to face to face meetings from 7 May 2021.