



IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 SCHEDULE 12
PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
WILL BE HELD AT TOWN HALL, CULLOMPTON
ON THURSDAY, 15TH DECEMBER 2022 AT 7:00PM

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN
TAKEN TO PROHIBIT THEM

TO THE CHAIR AND COUNCILLORS
CULLOMPTON TOWN COUNCIL

**YOU ARE HEREBY SUMMONED TO ATTEND AN
ORDINARY MEETING OF
CULLOMPTON TOWN COUNCIL
9TH DECEMBER 2022**

AGENDA

1. Apologies for Absences

2. Declaration of Interest

3. Public Question Time

Members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chair, The Chairs of the Standing Committees or Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.

4. Chairman's Report

5. Minutes

Receive and approve: -

Minutes of Ordinary Meeting of the Council held on Thursday, 29th September 2022

Minutes of Extra-Ordinary Meeting of the Council held on Thursday, 24th November 2022

6. Payments List

To approve the payment list and note payments made under delegation.

7. Letter from Mid Devon District Council (MDDC)

To review a letter from MDDC regarding their future finances and decide any action

8. Hanging Baskets

To receive a request regarding the purchase of hanging baskets

9. Budget & Virements

To agree the annual budget for the municipal year 2022/2023, any necessary virements for the current year 2021/2022

10. Youth Services

To consider the provision of youth services within Cullompton.

11. Bank Mandate & Charge Card

To note that the bank mandate has been updated to reflect the new Town Clerk in post.

12. Working Parties

To review the Town Council's working parties and suggest any additions or amendments.

13. Planning Matters

Consider and make comment:

Planning applications received by the Planning Authority and available to view on the [Planning Portal](#):

- a. [22/02120/FULL](#). Creation of 2 car parking spaces at land at NGR 301997 107506, St Andrew's Estate, Cullompton.
- b. [22/02185/FULL](#). Retention of extension to existing building, shipping container and car park and construction of retail unit for fish sales at Fordmore Farm Shop, Newlands Park, Cullompton.
- c. [22/02258/LBC](#). Listed Building Consent to replace window casements and doors, form new openings and installation of 3 conservation style roof lights, extend existing terrace and steps and guarding at Janes Cottage, Cullompton.
- d. [DCC/4323/2022](#). Construction of new two storey teaching accommodation comprising twelve classrooms and support spaces with associated works, to be undertaken in two phases at Cullompton Community College, Exeter Road, Cullompton.
- e. [22/015479/ARM](#). Reserved matters for the erection of a dwelling with associated access following Outline approval 19/01095/OUT at Land at NGR 302966 107449 (South of Grant's Cottages), Cullompton.

14. Exclusion of the Press and Public

To exclude press and public in accordance with Section 12A of the Public Bodies (Admission to Meetings) Act, 1960

Public Bodies (Admission to Meetings) Act 1960

In accordance with Public Bodies Admission to Meetings Act - Local Government (Access to Information) Act (1985) Schedule 12A, parts 1.1 and 4.14, public and press are therefore excluded from this part of the meeting.

15. Deputy Clerk's Role & Stop Gap Measure

To consider the recruitment of a Deputy Town Clerk and a proposed interim measure.

16. Health & Safety Procedures & Compliance

To consider the Council's health & safety procedures and compliance.

17. Phone Contract

To consider the Council's phone contract with the current provider.



Dan Ledger
Town Clerk / RFO

Cullompton Town Council
Town Hall
1 High Street
Cullompton
EX15 1AB
01884 38249

town.clerk@cullomptontowncouncil.gov.uk



Locum Town Clerk: Francesca Pridding
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
01884 38249

MINUTES OF A EXTRAORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
DATED THURSDAY 24TH NOVEMBER 2022
IN CULLOMPTON TOWN HALL AT 7.00PM

PRESENT:

Councillors: Councillor James Buczkowski (Chair), Matthew Dale, Robert Dietrich, Gordon Guest, Janet Johns, Lloyd Knight, Martin Smith, Mike Thompson,

OFFICERS PRESENT: Dan Ledger (Town Clerk)
Steve Reardon (Assistant Town Clerk)
Maz Findlay (Finance Assistant)

PUBLIC SESSION

Chris Jones, representative from the Farmers' Market enquired about possible Council support with regards to putting up gazebos at the weekly farmers' market. The Market organisers would be willing to provide a financial return for any support given in utilising Council operatives to erect and dismantle the gazebos.

Ashley Hellier asked about the service standard response times of the Council regarding to how long it takes to gain a response usually. There is correspondence which requires response from the Council, in relation to:

- A list of council outside bodies
- Garden Village membership
- A request to publish details of meetings in bold on header

The Chair informed Mr. Hellier that a response would be sent to him via the new Town Clerk.

The Town Council meeting commenced at 19:02

Ref. 653 **APOLOGIES:**
24.11.22 Council received apologies from the following Councillors:

- Ian Findlay
- Kathryn Haslett

RESOLVED: To accept the apologies

Ref. 654 **DECLARATION OF FINANCIAL INTEREST OR PERSONAL CONNECTION:**
24.11.22 [Name] [Type of interest] [Agenda Item] [Description of interest]

CLlr Guest – Personal interest - Planning Matters – north west extension green infrastructure – Councillor had discussion with Paul Scobie as a land owner

Cllr Smith – Personal interest – Planning Matters - 22/01901/MFUL - Councillor is member of gym at the golf club

Cllr Dale – Personal interest – Planning Matters - 22/02077/HOUSE – Councillor owns property in close proximity to application

Ref. 655
24.11.22

CHAIRMAN'S REPORT

The Chairman welcomed the new clerk and informed Council on staffing provisions. The Chairman thanked the locum town clerk for their services. 3 letters were received:

- MDDC letter regarding finances of the District Council
- Inaccessible footpaths between Westcott & Cullompton
- Builders rubbish not being attended to and lack of enforcement

The Chairman thanks volunteers that had helped with Christmas lights and informed Council of plans for the weekend.

Council **NOTED** the report

Ref. 656
24.11.22

MEMBER'S QUESTIONS

Cllr Smith gave a short briefing to members on the Metro Project. This was **NOTED** by Council.

There were no Member questions.

Ref. 657
24.11.22

MINUTES

RESOLVED: The minutes for the meeting of Council held on the 7th October 2022 were **DEFERRED** to the next meeting. The Clerk was instructed to revisit minute ref 636 & 643 on the grounds of the accuracy of the minute.

Ref. 658
24.11.22

PAYMENT LIST

Queries were made regarding the LGRC payments.
Cllr Thompson requested there be a recorded vote

RESOLVED: The payment list were **APPROVED** in support of supporting paper B.

Proposed: Cllr Buczkowski

Seconded: Cllr Knight

Recorded **FOR:** Cllrs Buczkowski, Dale, Dietrich, Guest Johns, Knight & Smith.

Recorded **AGAINST:** Cllr Thompson

Ref. 659
24.11.22

BUDGET 2023-2024

Discussion took place on:

- Christmas light costs
- Whether a public meeting was required in budget setting
- Town Hall maintenance & plan
- Staffing & IT figures
- Whether the EMR for the swimming pool was still required
- The van lease
- Further financial planning into 1, 3 & 5 year periods

Cllr Guest left the meeting 7.44pm
Cllr Guest returned to the meeting 7.46pm

RESOLVED: The draft budget report was **APPROVED** subject to a further report coming back to the next available meeting with further detail including tax base and earmarked reserves

Proposed: Cllr Thompson

Seconded: Cllr Buczkowski

Cllr Dale left the meeting 7.55pm

Ref. 660
24.11.22

CONFIDENTIAL ITEM

Exclusion of the press and public

A request was made by Cllr Thompson to enter into confidential session for the agenda item on the Farmers Market as it involved staffing/resourcing matters.

RESOLVED: It was moved by the Chair to exclude the press and public from the agenda item of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Cllr Dale returned at 7.57pm

Ref. 661
24.11.22

FARMERS MARKET

RESOLVED: to delegate to Town Clerk in consultation with members of the Community, Economy and Tourism committee to identify whether there is space in container to hold equipment. The Council is to support the Farmers Market, where possible, in regards to helping set up gazebos, subject to available Council operative resource.

Proposed: Cllr Buczkowski

Seconded: Cllr Dale

Ref.662
24.11.22

PUBLIC OPEN SESSION

RESOLVED: It was moved by the Chair to allow the press and public to view the remainder of the meeting in accordance with Section 1(1) of the Public Bodies (Admission to Meetings) Act 1960.

Ref. 663
24.11.22

CULLOMPTON NW EXTENSION GREEN INFRASTRUCTURE

RESOLVED: To **SUPPORT** the green infrastructure document provided that the football pitch is constructed to current Football Association standards, that there are facilities for children and teenagers, a kick about area, a Multi Use Games Area (MUGA), and a community orchard.

Proposer: Cllr Guest

Seconder: Cllr Dale

Ref. 664
24.11.22

CULLOMPTON NW EXTENSION STREET NAMING

RESOLVED: to expand outside of names of wildflower & grasses to that of animal. The following animal names be put forward to Mid Devon District Council Streetnaming:

- Fox
- Rabbit
- Otter
- Mole
- Watervole
- Badger
- Toad
- Bore

Proposed: Cllr Dale

Seconded: Cllr Johns

PLANNING APPLICATIONS IN THE PARISH OF CULLOMPTON

Ref. 665
24.11.22

22/01901/MFUL. Conversion of part of former clubhouse to 19 dwellings and demolition of remaining building, associated parking and landscaping at the former Padbrook Park Golf and Country Club.

RESOLVED to **OPPOSE** due to the application being contrary to the neighbourhood plan with regards to policy HS04 "Parking on Housing Schemes". Also, the land where this application sits is one of few areas with sporting and recreation facilities. This will lead to a loss of amenity.

Proposer: Cllr Buczkowski

Seconder: Cllr Johns

Ref. 666
24.11.22

22/01979/LBC. Listed Building Consent for replacement window at 5 Gravel Walk, Cullompton.

RESOLVED: to support with no objection

Proposer: Cllr Guest

Seconder: Cllr Dietrich

Ref. 667
24.11.22

22/02077/HOUSE. Erection of two storey extension to form annexe at 83 St Andrew's Estate, Cullompton.

Noted and have no comment

Proposer: Cllr Buczkowski

Seconder: Cllr Guest

Ref. 668
24.11.22

22/02085/FULL. Erection of 2 dwellings and extension to residential garden following demolition of existing building utilising the Class Q fall back position (22/00491/PNCOU).

RESOLVED: to support with the recommendation that as part of Highways comments a traffic assessment is followed.

Proposer: Cllr Guest

Seconder: Cllr Johns

Ref 669

MOTION WITHOUT NOTICE

24.11.22

A motion without notice was put forward to suspend standing order (3w)

RESOLVED: To extend the meeting by 10 minutes

Proposer: From the Chair

PLANNING MATTERS Cont.

Ref.670

22/02089/HOUSE. Erection of first floor extension above garage at 14 Gatehouse Close, Cullompton.

24.11.22

RESOLVED: to support with no objection

Proposer: Cllr Dale

Seconder: Cllr Knight

The meeting was declared closed at 21:00



Locum Town Clerk: Francesca Pridding
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
01884 38249

MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
HELD ON THURSDAY 29TH SEPTEMBER 2022
IN CULLOMPTON TOWN HALL AT 7.00PM

PRESENT: Councillor: James Buczkowski (Chair)

Councillors: Shaun Holvey, Mike Thompson, Christopher Snow, Gordon Guest,
Matthew Dale, Lloyd Knight, Martin Smith, Janet Johns, Ian Findlay,
Lloyd Knight

OFFICERS PRESENT: Francesca Pridding (Locum Town Clerk)

Ref. 629 **APOLOGIES:**
29.09.22 Robert Dietrich
Kathryn Haslett

Ref. 630 **DECLARATION OF INTEREST:**
29.09.22 Councillor Buczkowski Item 6 – Members of CCA
Item 16 – Member of Town Team
Councillor Thompson Item 11 (d) – Personal Connection
Councillor Snow Item 11 (a) – Personal Connection
Councillor Johns Item 16 (i) (ii) – Member of Town Team
Councillor Guest Item 11 (g) – Previous Comments made

Ref. 631 **CHAIRMAN'S REPORT**
29.09.22

- The Chairman thanked the Assistant Town Clerk and the Outdoor Team for their help over the period of National Mourning following the death of Queen Elizabeth II
- The Chairman reported that he had received an email in his capacity as District Councillor, from Mid-Devon, regarding the new bin collection scheme within Cullompton

Ref. 632 **MEMBERS' QUESTIONS**
29.09.22 Councillor Snow raised queries on the Finance Report

- Ref. 633
29.09.22 **MINUTES:**
Receive and approve: -

Minutes of Ordinary Meeting of the Council held on Thursday, 25th August 2022

RESOLVED: To receive and approve with Councillor Matthew Dale proposing and Councillor Ian Findlay seconding the motion.

Minutes of Extra-Ordinary Meeting of the Council held on Monday, 5th September 2022

RESOLVED: To receive and approve with Councillor Matthew Dale proposing and Councillor Lloyd Knight seconding the motion.
- Ref. 634
29.09.22 **STANDING COMMITTEES:**
Receive and approve: -

Community Wellbeing Committee
Minutes of meeting held Thursday, 18th August 2022

RESOLVED: To receive and approve with the inclusion of the word ‘supporting’ added to the recommendation that the Council adopts a 20 mph policy and that Councillor Smith is removed as being Present with Councillor James Buczkowski proposing and Councillor Mike Thompson seconding the motion.

RESOLVED: To approve the recommendations with Councillor Matthew Dale proposing and Councillor Gordon Guest seconding the motion.
- Ref. 635
29.09.22 **PAYMENTS LIST**
To approve the payments list

RESOLVED: To approve with Councillor Lloyd Knight proposing and Councillor Ian Findlay seconding the motion.
- Ref. 636
29.09.22 **UNPAID DEBTS**
To approve the writing off of specified debts

RESOLVED: To defer the decision regarding Invoices HH10896, HH10899 and HH10909 and to approve the writing off of Invoices AL10210 and AL10204 with Councillor James Buczkowski proposing and Councillor Lloyd Knight seconding the motion.
- Ref. 637
29.09.22 **SCHEME OF DELEGATION & TERMS OF REFERENCE**
To approve the Scheme of Delegation and the amendments to the Terms of Reference

Motion to change the reference at 2.1 to ‘Dorset’ to read ‘Devon’, at 2.2 to include the words ‘within the limits set by Financial Regulations, at 3.1 to include ‘the disposal of assets of over £500 and all interests in land’ and to remove section 5 ‘Planning Matters’.

The motion was proposed by Councillor Gordon Guest and seconded by Councillor Shaun Holvey

RESOLVED: To approve the Scheme of Delegation as amended

Motion proposed to the Terms of Reference for all committees save Appeals to state that membership was to be a maximum of 7 members in addition to the Chair and Vice-Chair of the Council.

The motion was proposed by Councillor James Buczkowski and seconded by Councillor Matthew Dale

RESOLVED: To approve the Committee Terms of Reference as amended

Motion proposed to the Terms of Reference for the Appeals Committee to state that membership was to be a maximum of 7 members and that it would not include the Chair and Vice-Chair of the Council.

The motion was proposed by Councillor James Buczkowski and seconded by Councillor Shaun Holvey

RESOLVED: To approve the Committee Terms of Reference as amended

Ref. 638
29.09.22

PLANNING, LICENCING AND STRATEGIC GROWTH COMMITTEE

Recommendation To dissolve the Planning, Licencing and Strategic Growth Committee

Majority of members not in favour

Ref. 639
29.09.22

PLANNING MATTERS

To consider planning matters (a) – (j)

Motion proposed to defer matters (a) – (i) until the next Planning, Licencing and Strategic Growth Committee

The Motion was proposed by Councillor James Buczkowski and seconded by Councillor Matthew Dale

An **amendment** was proposed that matters (a), (b), (d), (e), (f) and (j) be considered

The amendment was proposed by Councillor Matthew Dale and seconded by Councillor Ian Findlay

This amendment was **defeated**

RESOLVED: To approve the motion as proposed by Councillor James Buczkowski and seconded by Councillor Matthew Dale

(j) **Cullompton NW Extension.** To discuss proposed changes to the access to the NW Extension via Tiverton Road.

RESOLVED: To **OBJECT** to the proposal and write stating those objections to the authority and for Councillors Smith to attend the authority meeting to enforce the Council position, with Councillor Martin Smith proposing and Councillor Janet Johns seconding the motion

Ref. 639
29.09.22

MOTION NOT REQUIRING WRITTEN NOTICE

Councillor Buczkowski proposed that items 16. Grants, 18. Exclusion of the Public and Press and 20. County Court Summons be considered in advance of the remaining items on the Agenda, this was seconded by Councillor Matthew Dale

RESOLVED: To approve the motion

*Councillor Buczkowski left the meeting
Councillor Knight took the Chair*

Ref. 640
29.09.22

GRANTS

To make grants in response to the applications:

- i) Cullompton Town Team – Christmas Light Switch-on Event

RESOLVED: To approve and donate £1000 with Councillor Matthew proposing and Councillor Shaun Holvey seconding the motion.

Councillors Thompson and Snow declared an interest in the following item

- ii) Cullompton Town Team – Street Furniture

Recommendation did not garner a majority of Council support

Councillor Buczkowski re-entered the meeting and took the Chair

- iii) Cullompton Rangers FC

RESOLVED: To approve and donate £500 with Councillor Chris Snow proposing and Councillor Shaun Holvey seconding the motion.

- iv) Coldharbour Mill

RESOLVED: To support the applicant with their future funding bids with Councillor Mike Thompson proposing and Councillor Shaun Holvey seconding the motion.

Ref. 641
29.09.22

MOTION NOT REQUIRING WRITTEN NOTICE

Councillor Buczkowski proposed that Standing Orders be suspended to allow for the Meeting to continue for a further 10 minutes this was seconded by Councillor Lloyd Knight

RESOLVED: To approve the motion

Ref. 642
29.09.22 **PUBLIC PARTICIPATION**
To exclude press and public in accordance with Section 12A of the Public Bodies (Admission to Meetings) Act, 1960

Public Bodies (Admission to Meetings) Act 1960

In accordance with Public Bodies Admission to Meetings Act - Local Government (Access to Information) Act (1985) Schedule 12A, parts 1.1 and 4.14, public and press are therefore excluded from this part of the meeting.

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Lloyd Knight seconding the motion

Ref. 643
29.09.22 **COUNTY COURT SUMMONS**
To defend legal claim

RESOLVED: To defend the legal claim against the Council for sums due with Councillor Matthew Dale proposing and Councillor Chris Snow seconding the motion.

The meeting was adjourned at 9:45 pm, to be recommenced at 6:00 pm on Thursday 6th October 2022

Meeting recommenced 6:00pm Thursday 6th October

Ref. 644
06.10.22 **APOLOGIES:**
Matthew Dale
Kathryn Haslett

Ref. 645
06.10.22 **DECLARATION OF INTEREST:**
No further interests declared

Ref. 646
06.10.22 **MID DEVON SUPPLEMENTARY PLANNING DOCUMENT PROPOSAL**
Motion to form a working group to formulate a Council response, to be approved at the next Full Council meeting, to the proposed Mid-Devon Supplementary Planning Document dealing with East-Cullompton.

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Gordon Guest seconding the motion

The meeting was informed that the Assistant Clerk had organised a stake-holder meeting for 20.10.2022

Ref. 647
06.10.22 **APPOINTMENT TO COMMITTEES**
To appoint members as per terms of reference to the following committees

- i) Services, Property and Outdoor Spaces
No Change

- ii) Community, Economy and Tourism
RESOLVED: To appoint Councillor Haslett with Councillor James Buczkowski proposing and Councillor Lloyd Knight
- iii) Governance, Finance and Resources
RESOLVED: To appoint Councillor Guest with Councillor James Buczkowski proposing and Councillor Shaun Holvey
- iv) Appeals
RESOLVED: To appoint Councillor Smith with Councillor James Buczkowski proposing and Councillor Shaun Holvey

Ref. 648
06.10.22 **BANKING ARRANGMENTS**
To approve the Locum Clerk's recommendation to move the Council's banking arrangements to Unity Trust Bank

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Ian Findlay seconding the motion.

Ref. 649
06.10.22 **INTERNAL AUDITOR**
To appoint an Internal Auditor

RESOLVED: To appoint Auditor B with Councillor Lloyd Knight proposing and Councillor Ian Findlay seconding the motion.

Council was reminded that, for the next Agenda Item it would be acting as the Trustee for Gift of A. Burrows

Ref. 650
06.10.22 **GIFT OF A. BURROWS BOARD OF TRUSTEES**
To expand the Board of Trustees beyond the sole Council Trustee and to seek new trustees to sit on the board.

Recommendation did not garner a majority of Council support

Ref. 651
29.09.22 **PUBLIC PARTICIPATION**
To exclude press and public in accordance with Section 12A of the Public Bodies (Admission to Meetings) Act, 1960

Public Bodies (Admission to Meetings) Act 1960

In accordance with Public Bodies Admission to Meetings Act - Local Government (Access to Information) Act (1985) Schedule 12A, parts 1.1 and 4.14, public and press are therefore excluded from this part of the meeting.

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Lloyd Knight seconding the motion

Ref. 652
06.10.22

FLEXIBLE WORKING REQUEST

To allow a request for flexible working by staff member.

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Janet Johns seconding the motion

The meeting was declared closed at 6:53 pm

CHAIRMAN

DRAFT

PAYMENTS LIST

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Net Value	VAT	Invoice Total	Description	Payment Method
01/11/2022	17149532	4756	ALD FORD LEASE	£330.30	£66.06	£396.36	Van Lease - November 2022	DD
			ALD FORD LEASE Total			£396.36		
02/11/2022	E2016189376	4764	ALLSTAR	£56.45	£11.29	£67.74	Fuel for Van	DD
			ALLSTAR Total			£67.74		
22/11/2022	INV-GB-2022-	4831	AMAZON	£13.99	£2.80	£16.79	Santa Beard and Wig	SOLDO
			AMAZON Total			£16.79		
25/11/2022	3784113	4762	BRITIS GAS BGL282253	£18.45	£0.92	£19.37	TH Electricity - 24/10 - 25/11	BP
			BRITIS GAS BGL282253 Total			£19.37		
27/11/2022	3793028	4763	BRITIS GAS BGL282249	£646.57	£32.33	£678.90	TH Gas - 26/10 - 25/11	BP
			BRITIS GAS BGL282249 Total			£678.90		
28/11/2022	SINV01475660	4765	DEVON COMMERCIAL	£44.85	£8.97	£53.82	Office Paper	BP
			DEVON COMMERCIAL Total			£53.82		
28/11/2022	20221128	4827	D G BOILER CARE	£38.33	£0.00	£38.33	Bolier Insurance	DD
			D G BOILER CARE Total			£38.33		
07/11/2022	85773	4812	D & H PLANT	£240.00	£48.00	£288.00	Digger and Dumper Hire	BP
			D & H PLANT Total			£288.00		
15/10/2022	V02039272940	4767	EE & T MOBILE	£16.67	£3.33	£20.00	07572066404 - 15/10 - 14/11	DD
15/11/2022	V02049258652	4766	EE & T MOBILE	£16.67	£3.33	£20.00	07572066404 - 15/11-14/12	DD
			EE & T MOBILE Total			£40.00		
14/11/2022	170	4768	EXETER BOOKBINDERS	£150.00	£0.00	£150.00	Purchase Grave and Depth Grave Registers	BP
			EXETER BOOKBINDERS Total			£150.00		
01/11/2022	INV-6256	4760	GREENBEAM	£65.00	£13.00	£78.00	Broadband - Nov'22	BP
			GREENBEAM Total			£78.00		
07/11/2022	3497	4759	HALCYON	£172.45	£34.49	£206.94	Grounds Maint - Oct'22	BP
10/11/2022	3521	4769	HALCYON	£500.00	£100.00	£600.00	Grass Cutting	BP
15/11/2022	3539	4757	HALCYON	£62.50	£12.50	£75.00	Grass Cutting - Allotment Path	BP
			HALCYON Total			£881.94		
17/11/2022	15475	4770	ICCM	£135.00	£27.00	£162.00	Rights of Burial Course	BP
			ICCM Total			£162.00		
03/11/2022	4622	4790	LABDON	-£37.23	-£7.45	-£44.68	Black Gloss 2.5Ltr	BP
16/11/2022	4682	4815	LABDON	-£2.96	-£0.59	-£3.55	Black Builders Bucket x2	BP
01/11/2022	225765	4791	LABDON	£33.92	£6.78	£40.70	Key Cutting	BP
02/11/2022	225911	4792	LABDON	£8.32	£1.66	£9.98	Key Cutting - Cylinder x2	BP
03/11/2022	226069	4794	LABDON	£53.88	£10.78	£64.66	Bollard Painting	BP
03/11/2022	226098	4795	LABDON	£31.05	£6.21	£37.26	Paint	BP
04/11/2022	226179	4796	LABDON	£7.71	£1.54	£9.25	Cable Tie	BP
07/11/2022	226404	4798	LABDON	£74.85	£14.97	£89.82	PPE	BP
07/11/2022	226425	4797	LABDON	£4.16	£0.83	£4.99	PU Grip Glove 2XL x5	BP
08/11/2022	226559	4787	LABDON	£9.00	£1.80	£10.80	Paint and Saw	BP
08/11/2022	226661	4789	LABDON	£9.12	£1.82	£10.94	Padlock - Dial - Tiverton Rd	BP
11/11/2022	227021	4793	LABDON	£4.94	£0.99	£5.93	Cable Ties	BP
14/11/2022	227265	4816	LABDON	£73.46	£14.69	£88.15	40M 13A Extension Lead & Ear Defenders	BP
14/11/2022	227315	4818	LABDON	£1.55	£0.31	£1.86	Steel Wire Brush	BP
14/11/2022	227327	4817	LABDON	£59.49	£11.90	£71.39	Respirator Face Masks x2	BP
15/11/2022	227477	4819	LABDON	£9.38	£1.88	£11.26	Wire Brushes	BP
16/11/2022	227669	4820	LABDON	£33.40	£6.69	£40.09	Cement and Sand	BP
16/11/2022	227671	4821	LABDON	£7.52	£1.50	£9.02	Chapel -Red Builders Bucker x2	BP
17/11/2022	227782	4822	LABDON	£27.47	£5.49	£32.96	Drive In Post Spike - Bolt x2	BP
21/11/2022	228091	4824	LABDON	£10.39	£2.08	£12.47	Scrub Head and Wooden Handle	BP
24/11/2022	228539	4823	LABDON	£41.66	£8.33	£49.99	Grey Paving Slabs x3 and Safety Glasses	BP
			LABDON Total			£553.29		

PAYMENTS LIST

09/11/2022	1442	4833	LGRC	£3,145.70	£629.14	£3,774.84	Locum Town Clerk - Nov'22	BP
09/11/2022	1443	4835	LGRC	£3,977.80	£795.56	£4,773.36	Deputy Town Clerk - Nov'22	BP
27/11/2022	1458	4834	LGRC	£451.70	£90.34	£542.04	Code of Conduct - Nov'22	BP
			LGRC Total			£9,090.24		
10/11/2022	20033733	4800	MDDC	£582.35	£116.47	£698.82	Verge Cutting Mar'22	BP
01/11/2022	20221101	4753	MDDC	£55.68	£0.00	£55.68	Garage Rent - Knightswood	DD
01/11/2022	20221101-2	4754	MDDC	£192.00	£0.00	£192.00	NNDR St Andrew's Car Park	DD
			MDDC Total			£946.50		
01/11/2022	16851	4774	MICROSHADE	£529.96	£105.99	£635.95	Hosting - Nov'22	BP
			MICROSHADE Total			£635.95		
24/11/2022	17826	4778	MODES	£156.00	£31.20	£187.20	Cullomptonarchive.org.uk	BP
			MODES Total			£187.20		
10/11/2022	2022-026	4776	MOLE END	£74.00	£0.00	£74.00	Plants - Viola, Pansy & Forget	BP
16/11/2022	2022-027	4777	MOLE END	£211.50	£0.00	£211.50	Plants - Primrose & Pansy	BP
			MOLE END Total			£285.50		
31/08/2022	IN202942679	4825	MOLE VALLEY	£3.48	£0.70	£4.18	Nuts and Bolts	BP
12/09/2022	IN203001913	4813	MOLE VALLEY	£24.98	£4.99	£29.97	Plants	BP
14/09/2022	IN203014416	4814	MOLE VALLEY	£19.17	£3.83	£23.00	Plants and Compost	BP
07/11/2022	IN203307979	4802	MOLE VALLEY	£74.99	£0.00	£74.99	PPE	BP
09/11/2022	IN203324317	4801	MOLE VALLEY	£12.16	£2.43	£14.59	Padlock Combi	BP
14/11/2022	IN203349523	4804	MOLE VALLEY	£91.65	£18.33	£109.98	PPE	BP
21/11/2022	IN203392789	4803	MOLE VALLEY	£90.48	£5.50	£95.98	PPE	BP
			MOLE VALLEY Total			£352.69		
03/11/2022	#2669	4779	NETWISEUK	£330.00	£66.00	£396.00	TC Website - 1yr - Premium	BP
			NETWISEUK Total			£396.00		
08/11/2022	IN05160885	4786	NPOWER	£58.93	£2.95	£61.88	Cem Toilet Block Elec - Oct'22	BP
			NPOWER Total			£61.88		
04/11/2022	17173873	4780	O2	£84.89	£16.98	£101.87	Mobile Phones - Nov'22	DD
			O2 Total			£101.87		
14/09/2022	SB20222041	4781	PKF	£1,300.00	£260.00	£1,560.00	External Audit 2021-2022	BP
			PKF Total			£1,560.00		
27/11/2022	58968	4832	SAGE HR	£12.00	£2.40	£14.40	Sage HR - December 2022	SOLDO
			SAGE HR Total			£14.40		
11/11/2022	UK-02640706	4782	SAGE	£2.33	£0.47	£2.80	SAGE Payroll - prorated	DD
25/11/2022	UK-02667216	4783	SAGE	£17.00	£3.40	£20.40	SAGE Payroll - Dec'22	DD
			SAGE Total			£23.20		
23/11/2022	MEM240723-1	4784	SLCC	£55.00	£0.00	£55.00	Town Clerk Membership	SOLDO
			SLCC Total			£55.00		
31/10/2022	2022-86915	4752	SOLDO	£5.00	£1.00	£6.00	Soldo Virtual Card - Oct'22	SOLDO
30/11/2022	2022-95000	4785	SOLDO	£5.00	£1.00	£6.00	Soldo Subscription - Nov'22	SOLDO
			SOLDO Total			£12.00		
30/09/2022	26163	4805	SPIREBOURNE	£260.00	£0.00	£260.00	Emptied Septic Tank	BP
			SPIREBOURNE Total			£260.00		
28/11/2022	21554160	4806	SPOT ON	£119.25	£23.85	£143.10	Cleaning Supplies	BP
			SPOT ON Total			£143.10		
09/11/2022	IN0220460	4809	TUDOR	£110.72	£14.07	£124.79	PPE	BP
17/11/2022	IN0222462	4810	TUDOR	£640.26	£128.05	£768.31	Play Area Bins - Upcott Field	BP
25/11/2022	IN0223822	4826	TUDOR	£119.81	£23.96	£143.77	PPE	BP
			TUDOR Total			£1,036.87		
			Grand Total			£18,586.94		

Key:
 DD Direct Debit
 SOLDO Paid by Soldo Card
 BP Bank Payment



To all Town and Parish Clerks
Mid Devon District

Phoenix House
Phoenix Lane
TIVERTON
EX16 6PP
Tel: 01884 255255
www.middevon.gov.uk

Your Ref:
Our Ref: AJ/SH

Contact: Andrew Jarrett
Telephone: 01884 255255
Email: ajarrett@middevon.gov.uk

26 October 2022

Dear Town or Parish Clerk

As you will be aware, the recent inflationary pressures facing councils at all levels of community representation have meant that councillors (and their councils) are now charged with the most rigorous prioritisation of public expenditure that we have seen since the austerity programme implemented in the wake of the 2008 financial crisis. At the present time, it is unclear how local government public services will be financed over the longer-term with commitments to funding reviews and the considerations of business rates being delayed, and with announcements on precepting levels for principal councils (including those linked to social care provision) being subject to annual decision by central government.

You will all know about the funding cuts over the last decade, but the cost of living (inflation) crisis is now visiting additional pressures on service provision linked to material, energy and resourcing costs. All these costs are escalating dramatically, adding in excess of 10% to many of our in-year costs. Just to give some financial context, this current financial challenge is already adding circa £1m of unplanned costs to the Council's 2022/23 financial position and is highly unlikely to return to anything like "normal" before we set our 2023/24 budget.

At the current time we are not only reflecting on 2022/23 financial pressures, we are already planning for 2023/24 and the next few years thereafter, referred to as our Medium Term Financial Plan (MTFP). Based on current and future projections of inflation, interest rates, levels of government funding, referendum limits, pay awards, service demand/usage levels, etc., we are estimating a budget gap of £2.111m for 2023/24 growing to £5.219m by 2025/26. This is clearly a very stark message.

Requests for alternative formats will be considered on an individual basis.
Please telephone 01884 255255 or email customerfirst@middevon.gov.uk

Therefore, we need to take both urgent and significant action. Our Cabinet will be receiving an MTFP report at its early November meeting, which will consider remedial in-year action and begin to plan for further longer-term saving measures. As part of these considerations we clearly need to look at all levels/quality and methods of delivery of our current service provision. This review will also need to take account of statutory and discretionary provision and re-examine all of our fees/charges that we levy.

Against this challenging backdrop, the District Council is seeking to explore all such avenues as might exist to retain the majority of the service provision that our communities rely upon. In order to maintain service levels throughout the District we need your help and support. A number of our discretionary services are spread out across the whole of the District and to this end we would like you to consider whether you would be able to either provide some of these services directly or make a contribution to their ongoing delivery – or even improved delivery, should you consider this appropriate or meriting your investment.

We fully appreciate that many of you already have already provided assistance over the last few years and we would be very keen to learn from these arrangements to ensure that any future service delivery models are based on your input and lived experience, in order that we stand the best possible chance of being successful for our residents. However, we also need to be realistic that the national debate around funding local government is unlikely to see substantial investment in our services in the short-term. Therefore, we are likely to see the reduction of some services unless Town and Parish Councils work with us to enable continuity. In the absence of sufficient funding, the Council will inevitably have to focus on the service provision required of us by law (statutory functions) to continue to ensure its legal obligations are met.

The services we are now considering for new or further support with are: grounds maintenance, parks/play areas, street cleansing, amenity car parks, cemetery maintenance, community grants, enforcement/CCTV, open spaces and public conveniences. However, we would certainly be interested to hear from any Town or Parish on any other area of service provision where it believes it has the capacity and ability to assist.

We appreciate that this is a challenging message, but these are challenging times. We wanted to get this message out to you all as soon as possible as we understand that most of you set your precepts over the next few months. At the current time this letter is an advance notice as to our thinking and the considerations that will be the focus of our councillors over the coming weeks and months. We will be pleased to have a discussion with you or your councils on an informal basis prior to anything being formalised and clearly we will provide further information as discussions progress in order for you to understand what is being requested, i.e. costs, level of service currently being delivered, when/how, etc.

Town and Parish councils are a vital part of the ecosystem of community support and service provision and I will be copying this letter to the Devon Association of Local Councils (DALC) officers as I'm aware how much good work and best practice exists from utilising relationships with DALC members. The wider 'Team Devon' approach benefits significantly from DALC's involvement and engagement, and we look forward to working with you all to provide the best possible outcomes for our communities and citizens, our people and places.

Should you wish to discuss this request in more detail please feel free to contact me at ajarrett@middevon.gov.uk

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Andrew Jarrett', written over a light blue horizontal line.

Andrew Jarrett
Deputy Chief Executive (S151)



The Town Hall
1 High Street
CULLOMPTON
Devon
EX15 1AB

www.cullomptontowncouncil.gov.uk
admin@cullomptontowncouncil.gov.uk
01884 38249
Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	15 December 2022
Item of business	22 COU DEC.08
Details	Hanging Baskets
Purpose of Report	To provide an update to Members on an option outside of delegation regarding hanging baskets
Power/authority	Public Health Act 1987 s 164; Open Spaces Act 1906 ss 9&10 - Power to acquire land and maintain
Recommendations	It is RECOMMENDED that Members resolve: <ul style="list-style-type: none">• to approve the expenditure of £952 to purchase 28 self-watering hanging baskets

1. Purpose of report

An update report on hanging baskets provision with revised recommendations.

2. Background

At the Community, Economy And Tourism Committee Meeting Of Cullompton Town Council Held On Thursday, 27 October 2022 At 7:00pm it was resolved:

CET06 Hanging Baskets

Resolve:

To purchase an additional 28 hanging baskets to take the total to 40 at a cost of £20-£30 each (total £560-840).

RESOLVED that 28 additional self-watering hanging baskets are purchased.



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Officers have attempted to purchase hanging baskets in this price bracket but it is felt that ones available would not be suitable, would require additional maintenance which supersedes overall cost or they would reach the end of their useful life much quicker than a better option that sits outside of delegation.

3. Option

Officers feel that a self-watering option would be best to acquire and match existing. There are many standard options that come under delegation but to enable the street furniture to be in keeping with others previously purchased, it is recommended to purchase the following baskets from supplier Amberol:

<https://amberol.co.uk/planters/hanging-baskets/conventional-hanging-basket>

4. Budgets

The current budgets for town maintenance is set out below:

Available budgets & earmarked reserves			
	Code	Detail	Amount
	4120	Town Maintenance	£7500
Remaining budget 22/23			£3336
NOTE:			
N/A			

5. RECOMMENDATIONS

It is **RECOMMENDED** that Members resolve:

- to approve the expenditure of £952 to purchase 28 self-watering hanging baskets at £34 each



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Working Group Report for CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	
Working Party	
Purpose of Report	
Power/authority	
Recommendations	It is RECOMMENDED that Members resolve:
Discussion & Background	



The Town Hall
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<p>Discussion/Background Cont.</p>	
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Agenda Item 22 COU DEC.12

<i>Town Council Working Groups</i>
Town Hall
S106
IT
Christmas Lights
<i>King Charles II Coronation</i>
Youth Services

Background

To ensure members have input into the recommendations coming to Council/Committees it is the belief of officers that working parties should be set up. This will allow for more detailed project scoping by the membership. Whenever a working party meets, they are to fill out the template report for filing by officers. If recommendations come out of discussion, the lead member filling out the report will work with the Town Clerk to ensure these are proper motions before being put to Council for decision. These working parties will not have officer resource allocated to it but will from time to time have officers present.

Recommendation

It is **RECOMMENDED** that members **RESOLVE**:

- To disband the IT working group & the youth services working group
- To set up a King Charles II Coronation working party
- To decide if any other working parties are required