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MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
DATED THURSDAY, 11 MAY 2023 AT 7:00PM
AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: J Buczkowski, R Dietrich, J Johns, S Holvey, M Thompson, C Snow

Officers: The Town Clerk, the Deputy Town Clerk.

Others: District Councillors E Buczkowski, M Fletcher, L Knight and S Robinson.

Councillor L Knight – Pleased to be elected and will try their utmost to do the best they can for Cullompton; they are keen for links to be re-established between the Town and District Councils.

C23/001 **ELECTION OF CHAIR**

1. To elect the Chair & Mayor for the Municipal Year 2023-2024 ([LGA 1972 s15\(2\)](#)).
RESOLVED that Councillor S Holvey is elected as the Chair of the Council and Town Mayor for the Municipal Year 2023-2024.
The elected Chair signed the declaration of acceptance of office.
The newly elected Chair signed the Declaration of Acceptance of Office.
2. To elect the Vice Chair & Deputy Mayor for the Municipal Year 2023-2024.
RESOLVED that Councillor M Thompson is elected as Vice-Chair of the Town Council and Deputy Town Mayor for the Municipal Year 2023-2024.
The elected Vice Chair signed the declaration of acceptance of office.
The newly elected Vice Chair and Deputy Town Mayor signed the Declaration of Acceptance of Office.

C23/002 **APOLOGIES FOR ABSENCES**
No apologies were received.

C23/003 **DECLARATION OF INTEREST AND DISPENSATIONS**
Councillor J Buczkowski declared a personal interest in Minute 8 in that one of the Aged Debtors is known to him personally.

C23/004 **PUBLIC QUESTION TIME**
As there were no members of the public present so this item of the Agenda did not take place.

C23/005 **MINUTES**
RESOLVED that the Minutes of the Meeting of the Council held on Thursday, 27 April 2023 are adopted as a true and correct record of the meeting. They were signed as such.

C23/005 **CO-OPTIONS**

The Clerk reported that a campaign would be mounted in order to attract those willing to be co-opted to the Council. He confirmed that the General Power of Competence (otherwise known as the Power of First Resort) would be lost until such time as there were 10 elected members but that, for the vast majority of the things carried out by Town Councils, there is other legislation to empower it.

C23/006 **TOWN CLERK'S REPORT**

The Town Clerk reported that:

- Following two resignations, the roles of Administrative Assistant and Outdoor Supervisor have been advertised.
- There were 6 members returned unopposed in the elections of 4 May 2023; vacancies will be filled by co-option.
- The Annual Town Meeting will take place on 25 May 2023.
- The container at St Andrew's car park has been moved and ramps will be ordered in time for the delivery of the new electric mower and trailer.
- The new system of managing the finances of the Council has been purchased and will be installed within the next month.
- Temporary identity cards have been made for all Councillors return post the Election; these will be replaced with full cards once vacancies have been filled.
- The Town Hall is available for hire again; the administration team will start to advertise the fact through our social media channels and website in the coming month.

C23/007 **FINANCE**

To consider and note the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. *Please note that, due to the year-end processes, financial reports are unable to be produced; they will be published as soon as they are available.*

1. **RESOLVED** that the Bank Reconciliations up until 30th April 2023 are approved.
2. **RESOLVED** that the payments, receipts & invoices paid under delegation approve the Council payment list are noted.
3. **RESOLVED** that the regular payments of Council for the 2023-2024 municipal year are approved.
4. **RESOLVED** that the Aged Debtors for invoice numbers HH10896, HH10899 and HH10909 are written off. The remainder are deferred until a future meeting and dealt with in Part II to allow fuller explanations to be provided.
5. **RESOLVED** that Aged Creditors is deferred to a future meeting and dealt with in Part II to allow fuller explanations to be provided.

C23/008 **PLANNING MATTERS**

Consider and make comment:

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

1. [23/00655/HOUSE](#). Erection of a single storey rear extension at 2 Siskin Chase, Cullompton.
RESOLVED that the Council has no comment on this application.

2. [22/02374/MFUL](#). Construction and operation of a solar photovoltaic (PV) farm together with associated works, equipment, and infrastructure at land at NGR 301974 110937 (Dean Hill Road, Willand). *Note: This development is in a neighbouring Parish.*

RESOLVED that the Council OBJECTS to planning application 22/02374/MFUL on the basis that, until there is a definitive date for connection to the National Grid, it should not be developed.

C23/009

APPOINTMENT TO COMMITTEES

To consider the appointment of Town Councillors to the following Committees:

Committees:

Governance, Finance and Resources Committee.
Planning, Licensing and Strategic Growth Committee.
Services, Property and Outdoor Spaces Committee.
Community, Economy, and Tourism Committee.
Appeals Committee.

1. **RESOLVED** that, until there are at least 10 Councillors in total, that there are no Committees formed, that the Scheme of Delegation is suspended until a Committee Structure can be sustained and that 2 Full Council meetings per month will be held. Working Groups should continue and make recommendations to Full Council instead of a parent Committee.

Working Groups:

Events Working Group.
Strategic Growth and Development Working Group.
Outdoor Spaces Improvements Working Group.
Information Technology Working Group.
Council Strategic Plan 2023-2027 Working group
Section 106 Working Group.

2. **RESOLVED** that all Councillors are invited to attend all Working Group meetings.

C23/010

APPOINTMENT TO REPRESENTATIVES TO OUTSIDE BODIES

Councillor J Buczkowski declared an interest as he is a Trustee of the Cullompton Community Association.

- To consider the appointment of Town Councillors to the following outside bodies:
- Cullompton Community Association.
- Cullompton Swimming Pool Campaign.
- Cullompton Town Team.
- Cullompton United Charities.
- Garden Village:
 - Delivery Board.
 - Stakeholder Forum.
- Devon and Somerset Metro Group.
- Larger Local Councils.
- Police and Crime Commissioner Advocacy Scheme.
- Voluntary Car Scheme.

RESOLVED to defer this item for a period of 3 months to allow co-options to take place.

C23/011

APPOINTMENT OF COUNCILLORS TO GIFT OF A. BURROWS COMMITTEE

RESOLVED that Councillors J Buczkowski, S Holvey and R Dietrich are appointed to the Gift of A Burrow for Allotments Committee. Non-Councillors are to be considered for co-option to the Gift of A Burrow for Allotments Committee.

C23/012

APPOINTMENT OF COUNCILLORS TO UPCOTT FIELD COMMITTEE

RESOLVED that J Buczkowski, S Holvey and R Dietrich are appointed to the Upcott Field Committee. Non-Councillors are to be considered for co-option to the Upcott Field Committee.

C23/013

CALENDAR OF MEETINGS

RESOLVED that the proposed calendar of Town Council meetings is deferred until amendments are made in accordance with Minute 10.

C23/014

ASSET REGISTER

RESOLVED that a one-time Working Group meets to discuss questions regarding the Asset Register in order that a report can be produced and presented to Full Council at a future meeting.

C23/015

POLICIES

To reaffirm and adopt the list of Policies currently in force at Cullompton Town Council:

- Standing Orders
- Financial Regulations.
- Councillor Code of Conduct.
- Publication Scheme.
- Data Protection Policy.
- Scheme of Delegation.
- CCTV Code of Practice.
- Investment Strategy.
- Public Participation Policy.
- Casual Vacancy Policy.
- Alcohol and Drugs Policy.
- Allotment Policies (Tiverton Road and Top Field/Hayman's Close).
- Reserves Policy.
- Dignity at Work Policy.
- Media Communications Policy.
- ICT Policy.
- Information and Information Security Policy.
- Councillor and Staff Allowances Policy.
- Community Engagement Strategy.
- Protocol on Recording of Meeting Policy.
- Town Hall Conditions for Hire.
- Cemetery Policy.
- Regulations for Memorial Masons.

- Grant Awarding Policy.
- Volunteer Policy.
- Risk Management Strategy and Policy Statement.
- Training and Development Policy.
- Child Protection and Safeguarding Policy.
- Protocol on Officer and Member Relationships.
- Equality and Diversity Policy.
- Whistleblowing Policy.
- Collections Development Policy.
- Health and Safety Policy.
- Smoking Policy.
- Cullompton Youth Strategy.
- Employee Code of Conduct.
- Lone Working and Home Working Policy.
- Disciplinary Procedure.

RESOLVED that the policies in force are noted.

C23/016 **RESOLVED** that, in accordance with [Local Government Act 1972, Schedule 12A, parts 1.1 and 4.14](#) and [Section 1\(2\) of the Public Bodies \(Admission to Meetings\) Act, 1960](#), the public and press are therefore excluded from this part of the meeting.

C23/017 **STAFFING MATTERS**

1. **RESOLVED** that the invoice for the Cherry trees purchased by the former Outdoor Supervisor is settled and that the trees are planted as soon as possible.
2. **RESOLVED** that the recruitment process for the Administrative Assistant is ended on Monday 15 May 2023 as there have been more than 40 applicants to date.

Councillor J Buczkowski recused himself from the meeting having declared a significant personal interest in the recruitment of the Outdoor Supervisor.

3. **RESOLVED** that, should an internal candidate be successful in his application to the position of Outdoor Supervisor, that the Town Clerk is delegated authority to begin the recruitment process to recruit replacement personnel (Note: at the time of the meeting, only one candidate application form had been received and this was an internal candidate).

Meeting closed at 20:45.