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MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
DATED THURSDAY, 27 JULY 2023 AT 7:00PM
AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: J Buczkowski, E Buczkowski*, M Dale, R Dietrich, S Holvey (Chair), P James, J Johns, A Spring, C Snow, J Stanford, M Thompson.

Officers: The Town Clerk

Others: District Councillors E Buczkowski*, L Knight, M Fletcher

Formally joined the meeting once they had been co-opted at Minute **C23/040.*

C23/052 APOLOGIES FOR ABSENCES

Apologies were received from District Councillor Sue Robinson.

C23/053 DECLARATION OF INTEREST AND DISPENSATIONS

The following Declarations of Declarable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests were made:

Councillor Shaun Holvey declared an affects non-registerable interest (NRI) under agenda item 9.3 as he knew the applicant.

Councillor James Buczkowski declared a directly relates to NRI as the applicant was a relative.

C23/054 PUBLIC QUESTION TIME

No members of the public were present and wished to speak

C23/055 MINUTES

1. The Minutes of the Ordinary Meeting of the Council held on Thursday 22nd June 2023 were deferred as Council wished to see more information and detail included on what the conditional support was in reference to minute C23/037.
2. **RESOLVED:** that the Minutes of the Ordinary Meeting of the Council held on Thursday 29th June 2023 are adopted as a true and correct record of the meeting; they were signed as such.

Cllr J Buczkowski left the meeting at this point after his declaration (7.07pm)

C23/056 CO-OPTIONS

1. **RESOLVED** that E Buczkowski be co-opted as a Cullompton Town Councillor in St Andrew's Ward.

2. **NOTED** that P Gummer had withdrawn his application citing changes in personal circumstances.
3. **RESOLVED** to **DEFER** the application of P Regardsoe as the applicant was not present.
4. **NOTED** that there were remaining co-option positions available were 2 in Padbrook ward, 1 in Vale ward and 1 in St. Andrews ward.

Cllr J Buczkowski rejoined the meeting at this point 7.14pm

C23/057 **FINANCE**
RESOLVED:

1. that the Bank Reconciliations up until 30th June 2023 be noted.
2. that the payments, receipts & invoices paid under delegation be noted and the payment list approved
3. that the budget to date be noted and that the recommended virements between budgets and/or reserves be sent to the Governance, Finance & Resources Committee/Panel for further discussion.
4. the balance transfers between accounts be noted
5. The approval of the closing of Lloyds current and credit card be deferred to a meeting of Governance, Finance and Resources for further discussion.

C23/058 **STRATEGIC PLAN WORKING PARTY UPDATES & OUTDOOR IMPROVEMENT WORKING PARTY**
RESOLVED:

1. To put the discussion of benches (currently held as skatepark benches EMR) out to consultation with the wider community consultation.
2. To remove the Swimming Pool Development Order EMR until such time firmer proposals were in place.
3. To instruct officers to gain costings for installing electricity to the mortuary at the Cemetery.
4. To explore the proposal of natural burials at the Cemetery.
5. To instruct officers to gain costings for wiring infrastructure in Fore Steet and High Street.
6. To put the Play Parks strategy into the community consultation.
7. To instruct officers to investigate the costs of alternative office accommodation.
8. To instruct officers to gain valuations for the Town Hall.
9. To instruct officers to investigate alternate space for material storage.
10. that Members note the comments of the working party.
11. That the Council delegate the production of the consultation and finalisation of advertisement material to the Town Clerk in consultation with the working party. All costs to be in line with existing budgets.
12. To instruct Officers to undertake research into the possibility of moving play parks under the Town Council's ownership to charity or trust basis.
13. To note that available reserves and budgets will be used to improve the parks under Council ownership and that basic repairs will be completed on larger maintenance items like wet pour, gates and fencing until such time a play strategy is in place.

14. To instruct officers to check the criteria for the Police and crime Commissioners grant fund for this year and inform Council.
15. To instruct officers to progress with obtaining costings for as many cemetery paths as possible in year.
16. To instruct officers to seek quotes for lime pointing services to stop water ingress to both the mortuary and the chapel.
17. To instruct officers to seek quotes for the installation of electrics into the chapel.
18. To instruct officers to bring back a report on a possible memorial garden at the cemetery.
19. To instruct officers to investigate available sites for the installation of benches and other street furniture and bring the report back to Council, options of the material of benches to be included in the report.
20. To instruct officers to create clearer and accurate recording of all costs attributed to each allotment site so that more informed decisions can be taken on allotment sites in future.
21. To procure a water meter for installation in the cemetery.
22. To instruct officers to check whether the solar grant could be utilised for any projects across the allotment sites.
23. To note that the container should remain where it is for the short/medium term whilst wider storage solutions are sought.
24. To agree that the ticket prices within St. Andrews Car Park should remain the same for the 2023/24 budget year.
25. To instruct officers to contact the conservation officer at Mid Devon District Council to see whether solar panels could be permitted on the new public toilet roof.

C23/059 **POLICIES FOR ADOPTION**

RESOLVED to defer a decision on the adoption of renewed cemetery policy and Emergency Plan and that the policy documents should be agreed at a meeting of Governance, Resources and Finance Committee.

C23/060 **PLANNING MATTERS**

1. [23/00942/HOUSE](#). Erection of two storey rear extension, alterations to roof and installation of dormer for loft conversion, construction of retaining wall and increased hardstanding for car parking at Anlyn, Crow Bridge, Cullompton. The determination for this proposal had been missed and therefore no comment was made.
2. [23/00854/MARM](#). Reserved Matters relevant to Plots 3 and 4 following Outline approval 20/01409/MOUT at land at NGR 303082 107667 (Plots 3 and 4 Sebale Business Park), Stoneyford, Cullompton. Council stated that no letter had been received as part of the consultation process but the town council had been included in the consultation with comments made. It was **RESOLVED** that the Council request officers to check communications and if a letter had not been received to object to the application as false information had been included.

3. [23/01024/FULL](#). Erection of a two-storey extension to provide an additional dwelling at 33 Langlands Road, Cullompton.
RESOLVED to object to the application as it reduces visibility on the junction and would result in a reduction of on-street parking, this would only be replaced with 1 off-street parking space and was deemed to be insufficient.
4. [23/01034/HOUSE](#). Erection of single storey extension to replace canopy at Court Farm Tannery, Higher Street, Cullompton.
RESOLVED that NO COMMENT be made to the Local Planning Authority (LPA) on this application.
5. [23/00772/PATH](#). Diversion of Cullompton Bridleway No 8 at land at NGR 301894 108126, Rull Lane, Cullompton.
RESOLVED to object to the application as there as it is deemed unnecessary and there are other alternative solutions that would be far more acceptable.
6. [23/01070/HOUSE](#). Erection Of two storey side extension at 35 Forcefield Road, Cullompton.
RESOLVED to object to the application on the basis that the application in effect was creating a terrace between the existing homes. The Council believed that this was overdevelopment of the site and not in keeping with the street scene.

C23/061

MOTION - CLLR J BUCZKOWSKI

Council resolved the full set of recommendations unamended. The wording prior to the list of recommendations was requested to be included in the minutes. A recorded vote was requested.

“The Upcott field was gifted to the inhabitants of the Town by the Upcott family in 1913, the Town Council is the custodian of this land on behalf of the Town.

The Playpark and field equipment has long needed renewal, ideas have been mooted in the past and indeed funds have been requisitioned for the purpose through the s106 scheme.

Given that this community asset was gifted to the Town and cannot be disposed of or otherwise used than for its current purpose, it is incumbent on the Town Council to ensure its continued upkeep and that it is safe and fit for purpose, and it should not form any part of the “Play Park” review that is being instigated from within the Council.”

RESOLVED that:

1. a working group is set up to investigate and create plans to improve the Upcott Field and Play Park, and then present these to Full Council sitting as The Trustee for the Upcott Field, specifically the working group will:
 - i. Engage and consult with the local community;
 - ii. Create plans and obtain quotations for equipment and works;
 - iii. Investigate sources of funding, including grants, donations and “Crowd Funding”;
 - iv. The working group will have no maximum number and should be made up of volunteers from the Town Council and Local community; District and County Ward members should also be invited to attend.

2. That the following EMR are immediately transferred into a new EMR to be granted to the Upcott Field upon the approval of any improvement plans presented by the working group:
 - i. £6,000 from the Swimming Pool development order EMR (Current balance £6,000);
 - ii. £1,000 Street Furniture Replacement EMR (Current balance £5,000);
 - iii. £1,000 Skate Park Bench Replacement EMR (Current balance £5,000);
 - iv. £4,333 Play Area Fund EMR (Current balance £8,613);
 - v. £3,000 Gazebo & Equipment EMR (Current balance £6,000).

3. That upon approval of any plans presented by the working group, the Town Council also request the release of the following 's106' funds from MDDC to support this project
 - i. £7,575 for Play Park Improvements at the Upcott Field;
 - ii. £3,595 for General Improvements at the Upcott Field;
 - iii. £4,648 from the pre-2015 general pot.

For: Cllrs E Buczkowski, J Buczkowski, M Dale, R Dietrich, S Holvey, P James, A Spring & J Stanford

Against: Cllrs C Snow & M Thompson

C23/062 **PLAY AREA ASSESSMENTS**

RESOLVED that Cllr E Buczkowski be nominated as the Council member to form part of the Play Assessment Team. Council noted the play assessment criteria that would be undertaken on all play parks in the Cullompton Town area.

C23/063 **TRAINING**

RESOLVED to make safeguarding training mandatory for all Councillors and that all other training be voluntary for members.

C23/064 **GOVERNANCE**

RESOLVED to defer this item to a subsequent meeting.

C23/065 **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](#), public and press are therefore excluded from this part of the meeting.

C23/066 **STAFFING MATTERS**

RESOLVED that:

1. Company A is contracted to conduct a staff Job Evaluation process.
2. that the archive project work is suspended for 3 months. This is to allow time for terms of reference to be agreed by the relevant committee or Council as well as a full set of aims for the project

C23/067 **LEGAL UPDATE**

RESOLVED that Peninsula is appointed as the Council's Health and Safety Advisor for a period of 5 years.

C23/068

FINANCIAL MATTERS

RESOLVED that the debtors outlined in the report be written off and a letter be written to SP & PFA apologising for any confusion or upset caused by the previous admin error.

C23/069

VOIP

A recorded vote was requested.

Council **RESOLVED** that Company A is contracted to provide VoIP services to Cullompton Town Council.

For: Cllrs E Buczkowski, J Buczkowski, M Dale, R Dietrich, S Holvey, A Spring & J Stanford

Against: Cllrs P James, C Snow & M Thompson

Meeting closed at 20.58.