



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, 23 NOVEMBER 2023 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 OF CULLOMPTON TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING OF CULLOMPTON TOWN  
COUNCIL**

**Date of Summons: 17 November 2023**  
**Date of Meeting: 23 November 2023**

Dan Ledger  
Town Clerk/RFO

## **AGENDA**

1. **Apologies for Absences.** Council to receive apologies for absence and consider the reasons given ([LGA 1972 s85\(1\)](#)).
2. **Resignations.** To note the resignation of Matthew Dale.
3. **Declaration of Interest and Dispensations.** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (this does not preclude any later declarations).
4. **Member Questions.** To enable members to ask questions of the Town Clerk. It should be noted that questions raised will not trigger a debate or a decision and it may not be possible to respond substantively at the meeting to allow time for advice or research to be undertaken.
5. **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 to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.
6. **Minutes** ([LGA1972 Schedule 12 Paragraph 41](#)). To approve the Minutes of the Ordinary Meeting of Cullompton Town Council held on 28 September 2023.
7. **Finance.** To consider and not the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:
  - 7.1. Note the Bank Reconciliations up to 31 October 2023.
  - 7.2. To authorise payment of £25,000 to MDDC in respect of the Heritage Action Zone project.

- 7.3. Note the payments made under delegation, receipts received and approve the Council payment list.
- 7.4. Note the budget to date and approve any virements between budgets and/or reserves.
- 7.5. To note the LGS Pay Award 2023-2024 to date 1 April 2023 and related overtime payments.
- 7.6. Financial Regulations Update. That Article 2.5 of Financial Regulations is clarified to read:

“2.5 The internal auditor shall be appointed by *the Council* and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices. *The Town Clerk shall have no delegated authority in the appointment of the auditor.*”

- 8. **Planning Matters.** To ratify a **RECOMMENDATION** from the Planning, Licensing and Strategic Growth Committee as follows:

“**RECOMMENDATION** that the Town Council engage specialist planning and legal support to properly prepare a response to planning application 23/01440/MOUT on behalf of the residents of Cullompton to ensure that the long standing principle of the delivery is of the Eastern Relief Road before developments at East Cullompton commence is adhered to.”

- 9. **Governance.** To decide the following Governance matters:

- 9.1. To note the resignation of Councillor M Dale.

- 9.2. To appoint Councillors to Committees and to select Chairs of relevant Committees, if required, as follows: (note that the Town Mayor and Deputy Town Mayor are both Ex-Officio members of all Committees except Appeals and Governance, Finance & Resources):

- 9.2.1. Governance, Finance and Resources Committee - up to 3 members required.

- 9.2.2. Services, Property and Outdoor Spaces Committee - up to 2 members required.

- 9.2.3. Community, Economy and Tourism Committee - up to 3 members.

- 9.2.4. Planning, Licensing and Strategic Growth Committee - up to 2 members required.

- 9.3. To appoint a Councillor to represent Cullompton Town Council at Cullompton United Charities.

- 10. **Letter of Support for the Cullompton Festival Steering Group.** To consider providing a letter of support to the Festival Steering Group for a grant application for Springfest 2023.

- 11. **Mayoral Chain.** To consider an extension and refurbishment of the Mayoral Regalia.

- 12. **Parking Restrictions.** To consider lobbying the Highway Authority to have parking restrictions in the form of double yellow lines placed at:

- 12.1. Duke Street. An extension of double yellow lines to include the highway opposite the junction with Rivermead.

- 12.2. Swallow Way. Tiverton Road Junction.

- 12.3. Knowle Close. To prevent parking at Knowle Close.

- 13. **Road Warden Scheme.** To discuss whether the Council wishes to sign up to the Road Warden Scheme through Devon County Council

- 14. **Forward Plan.**

15. **Exclusion of Press and Public.** In accordance with the [Public Bodies \(Access to Meetings\) Act 1960 Section 1\(2\)](#), the public and press are excluded from the meeting as disclosure is considered prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
16. **Devolution of Services.**
17. **Town Hall Window Replacement Project.**
18. **Relocation of Office Space.**
19. **Contractor Services Review – Enforcement from DCC/Grass Cutting Contract with MDDC.**

Town Clerk: Dan Ledger  
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[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)  
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**MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL**  
**DATED THURSDAY, 28 SEPTEMBER 2023 AT 7:00PM**  
**AT CULLOMPTON TOWN HALL**

**PRESENT:**

**Councillors:** E Buczkowski, J Buczkowski, R Dietrich, P James, J Johns, P Regardsoe, J Stanford, T Spring, C Snow, M Thompson (Chair).

**Officers:** The Town Clerk, Deputy Town Clerk, Administrative Assistant.

**Others Present:** MDDC Councillors M Fletcher, S Robinson and 15 members of the Public.

**C23/090 Election of Vice-Chair.**

**RESOLVED** that Councillor T Spring is elected Vice-Chair of the Council for the remainder of the Municipal Year 2023-2024.

**C23/091 Apologies for Absences.** Apologies for Absence were received and accepted from Councillor M Dale, MDDC Councillor L Knight, DCC Councillor J Berry.

**C23/092 Declaration of Interest and Dispensations.** The following Declarations of Interests were made:

1. Councillor J Buczkowski declared interests in Agenda item 7.3 (Minute C23/096.2) as he is a member of Mid Devon District Council and Cabinet Member for Finance, Agenda item 10.2 (Minute C23/099) as he has children who attend Cullompton Community College and Agenda item 12 (Minute C23/101) as the consultation is proposed to cover services provided by MDDC.
2. Councillor J Buczkowski declared interests in Agenda item 7.3 (Minute C23/096.2) as she is a member of Mid Devon District Council, Agenda item 10.2 (Minute C23/099) as she has children who attend Cullompton Community College and Agenda item 12 (Minute C23/101) as the consultation is proposed to cover services provided by MDDC.

**C23/093 Public Question Time.** The following matters were raised at Public Question Time:

Knightswood residents gave their experiences of the recent flooding event in Knightswood. Comments and questions included:

- There were a large number of overflowing drains.
- Uncleared drainage ditch behind Knightswood. Last cleared in 1997 and were unaware of the need for landowners to clear the ditch under riparian ownership.

- Unavailability of flood defence measures in the container and, had they had the key to access sandbags, it may have mitigated some of the flooding that occurred.
- There was lots of self-help evident and the flooding was thought to have been under control until a torrent fell onto Knightswood from Colebrooke Lane and Swallow Way.
- Clearance of the ditch behind Knightswood requires maintenance by landowners; MDDC are chasing it and the TC and DTC will keep Members appraised.
- *The Mayor responded that that he and Councillor C Snow raked out enough debris from the ditch that runs between Meadow Lane and Knightswood. He accepted that he had not done enough on that particular day. The Emergency Plan will be looked at and reviewed but it was disappointing that there was no response from either DCC or MDDC. He did make contact with the Deputy Clerk and things started happening but at that time, there was only an awareness of flooding from Meadow Lane; it was only later that the torrent came down Swallow Way and into the Knightswood estate. There will be consultations between all interested parties to determine what needs to be done and to review the Emergency Plan. On Monday, MDDC were contacted and some remedial work was conducted at the Meadow Lane ditch but it is accepted that there is work that needs to be done.*
- District Councillor S Robinson reported that the farmer who uses that field to graze his animals rents the land from the owner of the land.
- Councillor J Buczkowski reported that he was also on site. The flood container contained only sandbags and, probably, not enough of them. He considers that the Town, District and County Councils failed the residents of Knightswood and, although these Councils are not blue light responders, better communication is required to inform residents what the Councils can do. A report is required from the Environment Agency to determine exactly where the water that flooded Knightswood came from; thereafter, those people that are responsible for clearing drains and drainage channels, be they Council or private landowners, are absolutely held to that. A review of Emergency Plans at Town and District level to establish exactly what equipment is available and how it is deployed but there will be need for communities to help themselves.
- Suggestion that a consultation with residents is carried out in terms of what equipment is available and how it should be deployed.
- It was stated that residents are being let down by the Environment Agency in not making more robust objections to proposed residential developments that are undoubtedly exacerbating the flooding situation in Cullompton; discharge of water from the northwest of Cullompton flowing into Cole Brook and will have had a significant effect on discharge of water to Knightswood.
- The Town Clerk reported that there are now 3 tons of sandbags available for distribution at Knightswood. He also reported that there is a DCC administered grant scheme to allow residents at risk of flooding to have flood defence measures taken at their properties including flood boards across doors, non-return valves in wastewater systems and the covering of air bricks. Whilst the Council has emailed the link to the DCC website to some key individuals at Knightswood, it will arrange a leaflet drop with this information to all residents of Knightswood. He noted, however, that many of the Agencies involved do rely on individuals and community self-reliance in the main. There was confirmation that, if a flood defence grant is applied for, there is no

commitment to it until the money is paid after which the money will be required to be spent on flood defence measures.

- There was concern about the lack of assistance from MDDC for Council tenants.

**C23/094 Member Questions.** The following matters were raised at Member Questions:

**Councillor P James** – Nobody picked up the telephone at the Council on the day of the recent flood event. Why? *TC reported that he was not contactable he was ill but that when the DTC was contacted, some action was taken. The Emergency Plan caters for predicted flooding but has no provision for flash flooding events and noted that the responsibility for these events fall more to the higher tiers of local government.*

**Councillor P Regardsoe** – She noted that the drains aren't cleared often enough and, in some cases, there is vegetation growing out of them.

**Councillor J Johns** – Need to get DCC to clear the drains more often particularly in Fore Street and High Street. During the recent storm, Exeter Hill and Duke Street were very fast flowing and action needs to be taken to clear the drains.

**Councillor J Buczkowski** – He stated that the clearance of the drains is clearly the remit of DCC and was disappointed at the absence of the County Councillor for Cullompton this evening. Questions around Clerk's update.

- Firstly, he would like confirmation that the appointment of the internal auditor is a Council, not an Officer one, and that the appointment would be brought before the Council. *The Town Clerk reported that the Internal Auditor was not placed on a 3-year contract and the move has been made due to the Council's unhappiness with the previous Internal Auditor report; in addition, there is a cost saving.*
- That the insurance cover and change in insurance provider will be brought before the Governance, Finance and Resources Committee. *The Town Clerk reported that the insurance was due to expire before it could be brought before Council but that the current provider provides the same cover with a saving of over £2,000.*
- Wished to confirm that plans were in place for Armistice Day/Remembrance Sunday and the Christmas Tree in the Higher Bullring. *The Deputy Clerk reported that plans were in place for Armistice Day and Remembrance Sunday and that the installation of the Christmas Lights has already begun. Some uncertainty remains about the availability of the socket for the Higher Bullring Christmas tree.*

**RESOLVED** that Standing Orders are suspended in order that Mid Devon District Councillor S Robinson could speak.

She's been verbally assured that the tree socket and electricity will be available for the Christmas tree in the Higher Bullring.

**RESOLVED** that Standing Orders are resumed.

**Councillor C Snow**

- He requested information on where the old street furniture removed from the Higher Bullring. *The Town Clerk reported that the bus shelter was disposed of as it was materially unsuitable for relocation. In addition, the bollards have been disposed of as there was nowhere else to put them and the Council has insufficient storage space to store them long-term.*

- He suspects that there's a reported collapsed drain outside the Police Station that requires inspection and, if necessary, repaired. *The Town Clerk reported that the issue has been reported to the Highway Authority.*
- He wishes to have added to the Governance, Finance and Resources Agenda to discuss where the Council is making a loss in the services it provides and if it is content to continue with these losses. *The Town Clerk reported that there are areas of the budgets that are cyclical; for example the Cemetery.*

**Councillor P Regardsoe** – Couldn't cancelled markets be moved to the Town Hall. *The Mayor responded that it would be considered for the next time it happens although the market in question was cancelled at the last minute due to the weather and there were Town Hall availability questions.*

**Councillor E Buczkowski** – Upcott Field Working Group. *The Deputy Clerk will arrange at a suitable time in the near future.*

**Councillor T Spring** – He's concerned that the cost of vandalism at the new WC in Station Road. *The Mayor reported that costs not currently falling to the Council as it does not yet have the lease but that the sanitary ware that is being damaged is being replaced on a ceramic, like-for-like basis. He suggested pressure should be applied to the builder to install stainless steel items.*

#### **C23/095 Minutes.**

1. **RESOLVED** that the Minutes of the Extraordinary Meeting of Cullompton Town Council held on 3 August 2023 are adopted as a true and correct record of the meeting; they were signed as such.
2. **RESOLVED** that the Minutes of the Ordinary Meeting of Cullompton Town Council held on 24 August 2023 are deferred to allow amendments to be made.

#### **C23/096 Finance.** To consider and not the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:

1. **RESOLVED** to note the Bank Reconciliations up to 31 August 2023.
2. **RESOLVED** to defer payment of the invoice from MDDC in respect of the Higher Bullring works until legal advice is sought on whether it is liable for it.
3. **RESOLVED** to note the payments made under delegation, receipts received and approve the Council payment list.
4. **RESOLVED** to note the budget to date and approve any virements between budgets and/or reserves.
5. **RESOLVED** to receive and note the Annual Governance and Accountability Return Section 3 - External Auditor Report and the conclusion of audit for 2022/23. The External Auditor had no matters for concern.
6. **RESOLVED** to nominate Councillor J Stanford becomes an additional bank signatory.

#### **C23/097 Planning Matters.** To ratify a **RECOMMENEDATION** from the Planning, Licensing and Strategic Growth Committee as follows:

**"RECOMMENDED** that Full Council to reassert the position that it will actively oppose any residential development at East Cullompton until the Town Centre Relief Road is delivered and that the capacity of J28 is increased including safe pedestrian crossings over the M5, railway and River Culm."

**RESOLVED** that Full Council to reassert the position that it will actively oppose any residential development at East Cullompton until the Town Centre Relief Road is delivered and that the capacity of J28 is increased including safe pedestrian crossings over the M5, railway and River Culm.

**C23/098 Governance.** To decide the following Governance matters:

1. To approve the Terms of Reference for the following Committees:
  - 1.1. **RESOLVED** that the Terms of Reference for the Governance, Finance and Resources Committee are approved.
  - 1.2. **RESOLVED** that the Terms of Reference for the Services, Property and Outdoor Spaces are approved.
  - 1.3. **RESOLVED** that the Terms of Reference for the Community, Economy and Tourism Committee are approved.
  - 1.4. **RESOLVED** that the Terms of Reference for the Planning, Licensing and Strategic Growth Committee are approved.
  - 1.5. **RESOLVED** that the Terms of Reference for the Appeals Committee are approved.
  
2. To appoint Councillors to Committees and to select Chairs of relevant Committees, if required, as follows: (note that the Town Mayor and Deputy Town Mayor are both Ex-Officio members of all Committees except Appeals and Governance, Finance & Resources):
  - 2.1. **RESOLVED** that Councillor J Stanford join the Governance, Finance and Resources Committee. That Councillor JB is nominated as Chair of GFR.
  - 2.2. **RESOLVED** that Councillor P Regardsoe joins the Services, Property and Outdoor Spaces Committee. Councillor M Thompson is nominated as Chair of SPOS.
  - 2.3. **RESOLVED** that Councillors J Buczkowski E Buczkowski, J Johns and P James join the Community, Economy and Tourism Committee. Councillor E Buczkowski is Chair.
  - 2.4. **RESOLVED** that Councillor R Dietrich joins the Planning, Licensing and Strategic Growth Committee. Councillor R Dietrich is Chair.
  
3. To appoint to the following Committees and outside bodies following the resignation of former Councillor S Holvey:
  - 3.1. **RESOLVED** that Councillor M Thompson is appointed to Cullompton United Charities.
  - 3.2. **RESOLVED** that Councillor M Thompson is appointed to the Larger Local Councils.
  - 3.3. **RESOLVED** that Councillors T Spring and E Buczkowski are appointed to the Gift of A Burrows Committees.



**C23/099 Grant Applications.** To consider grant applications from

1. **RESOLVED** that the grant application for the Cullompton Ace Majorettes is approved in the amount of £500.00 once confirmation that the remainder of the money required for this project has been raised.
2. **RESOLVED** that the grant application for the Cullompton Community College for 10 Tors purposes is approved in the amount of £1,500.00.

**C23/100 Forward Plan.**

The forward plan was noted.

**C23/101 Community Consultation.** To consider the draft Community Consultation.

**RESOLVE** that the Community Consultation is approved.

Meeting closed at 21:04

# Bank Account Latest Reconciliations

Start of year 01/04/23

up to 31/10/23

## Cambridge & Counties Bank

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
7	£82,951.82	£82,951.82	£82,951.82	01/10/23	31/10/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Credit Card

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
7	£0.00	£0.00	£0.00	01/10/23	31/10/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Instant Access - Unity

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
7	£51,931.19	£51,931.19	£51,931.19	01/10/23	31/10/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Lloyds 32 Day Notice

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
7	£102,231.01	£102,457.00	£102,457.00	01/10/23	31/10/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Lloyds Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
7	£270,140.27	£453,276.42	£453,276.42	01/10/23	31/10/23
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)

# Bank Account Latest Reconciliations

Start of year 01/04/23

up to 31/10/23

	DEBIT (£)	CREDIT (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

## Recycling Bags Float

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
7	£0.00	£0.00	£0.00	01/10/23	31/10/23

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

## Soldo

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
7	£225.30	£431.60	£431.60	01/10/23	31/10/23

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

## Unity T2 Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
7	£4,212.03	£6,916.93	£6,916.93	01/10/23	31/10/23

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

# Income between 01/10/23 and 31/10/23

Tn no	Net	Vat	Gross	Invoice no	Invoice date	Customer	Details
166	£35.00	£0.00	£35.00	76	04/10/23	Ace Majorettes	Monthly Bingo 1st Friday of the month
169	£249,491.25	£0.00	£249,491.25		04/10/23	Mid Devon District Council	Precept Second Installment
159	-£20.00	£0.00	-£20.00	17	17/10/23	Theresa Benson	Credit Part of Transaction 59
160	-£2,135.00	-£427.00	-£2,562.00	MI10778CR	26/10/23	Devon County Council	Write Off of Contribution towards Lengthsmans Duties 2021/2022
161	-£157.00	£0.00	-£157.00	CE10377CR	26/10/23	Josy Tidmarsh	Interment Fee - Saturday Surcharge
165	-£0.50	£0.00	-£0.50	AL10231CR	26/10/23	Sara Collins	Annual Rent - Half Plot - TOP 09
167	£20.00	£0.00	£20.00		78 28/10/23	Mr J Buczkowski	Town and District Councillor Surgery 4th Saturday of the Month
162	-£12.50	£0.00	-£12.50	AL10231	30/10/23	Sara Collins	Contra (part receipt) for tn 3, Annual Rent - Half Plot - TOP 09
163	£12.00	£0.00	£12.00	AL10231	30/10/23	Sara Collins	Part receipt, tn 3 - Part payment recived, Annual Rent - Half Plot - TOP 09
164	£0.50	£0.00	£0.50	AL10231	30/10/23	Sara Collins	Balance due, tn 3 - Annual Rent - Half Plot - TOP 09
168	£2,714.00	£0.00	£2,714.00		80 30/10/23	Walter H Squires & Son Lt	For the late Sandra Trevelyan Grave Space: CAM 62 Burial Date: 30/10/2023
170	£225.99	£0.00	£225.99	Sept'23	30/10/23	Lloyds Bank	Interest Received - September 2023
171	£86.67	£17.33	£104.00		31/10/23	Recycling Bags	Bags sold - October 2023
172	£20.00	£0.00	£20.00		31/10/23	Gift of A Burrow	Payment for Allotment
	£250,280.41	-£409.67	£249,870.74	Total for October 2023			
<b>Total</b>	£250,280.41	-£409.67	£249,870.74				

# Expenditure between 01/10/23 and 31/10/23

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
1478	£316.42	£63.28	£379.70	01/10/23	CloudyIT	IT Support - October 2023
1479	£84.05	£16.81	£100.86	01/10/23	CloudyIT	Teams Phone - 21/09/2023 to 31/10/2023
1511	£330.30	£66.06	£396.36	01/10/23	ALD FORD LEASE	Van Rental - October 2023
1512	£365.00	£73.00	£438.00	01/10/23	CIX - ICUK Computing Ser	1Gb Leased Line [ETHA15579674 EX15 1AB] (01/10/2023 01/11/2023)
1532	£332.71	£66.54	£399.25	01/10/23	Fire Services & Supplies Lt	Yearly Fire Extinguisher Inspection & Service
1537	£75.00	£15.00	£90.00	01/10/23	Sound Cloud	Annual Next Pro Plan
1477	£55.68	£0.00	£55.68	02/10/23	Mid Devon District Council	Garage Rent - October 2023
1482	£43.46	£8.69	£52.15	02/10/23	Labdon Building Supplies	New Cut Repairs
1483	£3.29	£0.66	£3.95	02/10/23	Labdon Building Supplies	New Cut Repair - FINE RED SAND 25KG BAG
1484	£3.29	£0.66	£3.95	02/10/23	Mole Valley Farmers	NGK Spark Plug BPR6ES - Lawnmower
1485	£33.56	£6.71	£40.27	03/10/23	Labdon Building Supplies	New Cut Repairs - 3 20MM SCALPINGS 25KG BAG 3 DRIVE REPAIR ASPHALT HANSON TARMAC
1486	£294.80	£9.17	£303.97	03/10/23	Mole Valley Farmers	Safety Boots for Outdoor Team
1487	£31.45	£6.29	£37.74	04/10/23	Viking	Stationery 6 x OD STICKY CUBE NEON 2 x RM500 PAPER A3 2 x DIVD A4 JAN-DEC 1 x DIVD A4 JAN-DEC POLYPROP 1 x RM500 PAPER A3 75G
1513	£93.26	£18.66	£111.92	04/10/23	Allstar	Fuel
1514	£99.56	£19.91	£119.47	04/10/23	O2	Mobile Phones
1533	£62.00	£12.40	£74.40	05/10/23	NDT Autocentre	Replacement Tyre
1473	-£728.00	£0.00	-£728.00	06/10/23	Mid Devon District Council	Contra (part payment) for tn 1379, Balance due, tn 1313 - Balance due, tn 1237 - Balance due, tn 1174 - Balance due, tn 1108 - Balance
1474	£182.00	£0.00	£182.00	06/10/23	Mid Devon District Council	Part payment , tn 1379 - Month 08 Payment, Balance due, tn 1313 - Balance due, tn 1237 - Balance due
1475	£546.00	£0.00	£546.00	06/10/23	Mid Devon District Council	Balance due, tn 1379 - Balance due, tn 1313 - Balance due, tn 1237 - Balance due, tn 1174 - Balance
1488	£1.47	£0.29	£1.76	06/10/23	Labdon Building Supplies	10 075 ANKERBOLTS
1515	£90.04	£4.50	£94.54	06/10/23	NPower	Electricity - 01/09/2023 to 30/09/2023 - Cemetery
1556	£65.00	£0.00	£65.00	08/10/23	Scrace, Tim	Window Cleaning
1489	£23.68	£4.74	£28.42	10/10/23	Labdon Building Supplies	Bench sanding and repainting
1490	£12.77	£2.55	£15.32	10/10/23	Labdon Building Supplies	Resin Gun for bench bolts
1491	£6.20	£1.24	£7.44	10/10/23	Mole Valley Farmers	Chainsaw Oil 1L
1492	£113.00	£22.60	£135.60	11/10/23	Mid Devon District Council	100 x paper GardenWaste Sacks
1516	£60.16	£12.03	£72.19	11/10/23	Allstar	Fuel
1527	£100.49	£20.07	£120.56	11/10/23	The Plastic Card Factory	Staff ID Cards
1493	£17.76	£3.55	£21.31	12/10/23	Labdon Building Supplies	PPE, Castor for Trolley and Tape

# Expenditure between 01/10/23 and 31/10/23

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
1494	£184.08	£0.00	£184.08	12/10/23	Solopress	7500 A5 (210 x 148 mm) Flyers & Leaflets Material: 130gsm Silk
1517	£20.83	£4.17	£25.00	12/10/23	Airband Community Intern	Airband Connect
1518	£55.00	£0.00	£55.00	12/10/23	ALD FORD LEASE	Road Fund Licence Renewal
1519	£163.96	£32.13	£196.09	12/10/23	Penninsula Business Servi	Provision of Services
1495	£28.40	£5.68	£34.08	13/10/23	Labdon Building Supplies	Batteries and Paint for Bench
1496	£72.54	£3.80	£76.34	13/10/23	Viking	Tea, Coffee, Hot Chocolate and Sugar
1528	£56.16	£11.22	£67.38	13/10/23	Amazon	Fire Safety Signs x 14
1529	£25.62	£5.13	£30.75	13/10/23	H Webber & Sons Ltd	Rapid R34 Staples (140 Series) Galvanized Steel
1497	£6.95	£1.39	£8.34	14/10/23	Labdon Building Supplies	Rawplugs, washers and trim
1520	£37.83	£7.57	£45.40	15/10/23	EE & T Mobile	Data Sims
1498	£128.70	£22.37	£151.07	16/10/23	Tudor Environmental	Uniform & PPE for KJ
1550	£367.83	£73.56	£441.39	16/10/23	Superlec Direct	2C+E X 4 XLPE PVC SWA PVC BS5467 CORES BROWN,BLUE,GRN/YW BASEC
1499	£6.99	£1.40	£8.39	17/10/23	Labdon Building Supplies	Tarp for Burial
1500	£5.14	£1.03	£6.17	17/10/23	Labdon Building Supplies	Carpet Tape - M-PURPOSE DOUBLE.S TAPE 50MM 25MTR
1549	£2,906.30	£581.26	£3,487.56	17/10/23	Online Playgrounds	Wetpour
1501	£13.92	£2.78	£16.70	18/10/23	Labdon Building Supplies	Footpath Repairs
1521	£59.00	£11.80	£70.80	18/10/23	Allstar	Fuel
1502	£110.58	£22.12	£132.70	19/10/23	Tudor Environmental	KJ Waterproofs - Hydrowear Furth SNS Contrast Waterproof Pilot Jacket - Hi Vis Yellow - Large
1510	£10.00	£0.00	£10.00	19/10/23	Mole End Plants	Late Payment Charge @ 10%
1534	£63.38	£12.68	£76.06	19/10/23	Tudor Environmental	PPE - Hydrowear Neede SNS Waterproof & Breathable Trousers - Hi-Vis - Extra large Orange
1480	£14,193.00	£2,838.60	£17,031.60	20/10/23	Millenium Quest Limited	Yr 2 Annual Christmas Lights Contract
1481	£2,556.09	£0.00	£2,556.09	20/10/23	Clear Insurance Managem	Clear Council - Council Insurance 23/24
1538	£300.00	£0.00	£300.00	20/10/23	Culm Voluntary Car Schen	Grant - Culm Voluntary Car Scheme - General Expenses for essential service for local residents who are unable to attend appointments at hospital, doctors etc.
1539	£1,500.00	£0.00	£1,500.00	20/10/23	Devon County Council	Grant - Cullompton Community College - 10 Tors & D of E - Update essential equipment for students to use e.g tents, compasses, rucksacks etc.
1540	£1,000.00	£0.00	£1,000.00	20/10/23	Town Team	Grant - Celebration of Christmas Lights including Night of Light.
1503	£10.99	£2.20	£13.19	23/10/23	Labdon Building Supplies	Cemetery Wall - MANNOK GENERAL PURPOSE CEMENT IN PLASTIC
1551	£308.87	£61.59	£370.46	23/10/23	Royal Mail Ltd	Door to Door
1504	£5.61	£1.12	£6.73	24/10/23	Labdon Building Supplies	Cemetery - Tanalised Posts
1505	£1,825.00	£365.00	£2,190.00	24/10/23	Local Council Consultancy	Consultancy Work on Staffing

# Expenditure between 01/10/23 and 31/10/23

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
1547	£26.40	£0.00	£26.40	24/10/23	Royal Mail Ltd	Royal Mail - Soldo Card Payment 24/10/2023 - No copy invoice
1548	-£26.40	-£5.28	-£31.68	24/10/23	Royal Mail Ltd	Royal Mail - Soldo Card Payment 24/10/2023 - No copy invoice
1552	£19.98	£4.00	£23.98	24/10/23	The Poppy Shop	Medium poppy wreath
1522	£56.74	£11.34	£68.08	25/10/23	Allstar	Fuel
1523	£19.00	£3.80	£22.80	25/10/23	SAGE Global Payroll	Sage Payroll Software - 15 Employees - November 2023
1530	£40.44	£8.09	£48.53	25/10/23	Adobe Systems Software Ir	Acrobat Pro x2
1555	£153.97	£30.79	£184.76	25/10/23	Royal Mail Ltd	Door to Door - Service & Boundary Match
1476	-£4,588.25	-£917.65	-£5,505.90	26/10/23	YMCA Dulverton Group	WRITE OFF - Youth Services - Jan to Mar'22
1506	£175.00	£35.00	£210.00	26/10/23	Modes User Association	Website for Cullompton Archive
1524	£84.85	£4.24	£89.09	27/10/23	British Gas - A/C BGL2822	Gas - 25/09/2023 to 25/10/2023
1525	£33.04	£1.65	£34.69	27/10/23	British Gas - A/C BGL2822	Electricity - Market Supply - 22/09/2023 to 27/10/2023
1531	£54.00	£10.80	£64.80	27/10/23	SAGE Global - HR	Sage HR Monthly Subscription - 27/10/2023 to 27/11/2023
1541	£14,890.74	£0.00	£14,890.74	27/10/23	Staff Costs	Confidential
1542	£17.25	£0.00	£17.25	27/10/23	Unison	Confidential
1543	£4,989.71	£0.00	£4,989.71	27/10/23	HMRC	Confidential
1553	£232.50	£46.50	£279.00	27/10/23	D & H Plant Ltd	Digger and Dumper Hire
1507	£245.64	£49.13	£294.77	30/10/23	Spot On Supplies	Cleaning Supplies
1526	£50.58	£2.53	£53.11	30/10/23	British Gas - A/C BGL2822	Electricity - 26/09/2023 to 30/10/2023 - Town Hall
1536	£37.98	£7.60	£45.58	30/10/23	Labdon Building Supplies	Funeral
1545	£8,823.32	£0.00	£8,823.32	30/10/23	Public Works Loan	Second Installment 2023/2024
1508	£120.00	£24.00	£144.00	31/10/23	CloudyIT	Windows 11 Upgrade to Finance Computer
1546	£2.17	£0.00	£2.17	31/10/23	SquareUp	Square Transaction Fees - October 2023
1554	£18.00	£3.60	£21.60	31/10/23	Soldo Ltd	Soldo Pro Subscription - October 2023
	£54,213.83	£3,844.15	£58,057.98	Total for October 2023		
<b>Total</b>	£54,213.83	£3,844.15	£58,057.98			

# Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
<b>INCOME</b>						
<b>Admin</b>						
10	Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00
11	Goodwill - Lloyds	£0.00	£0.00	£0.00	£40.00	£40.00
30	Cambridge & Counties Interest	£0.00	£0.00	£0.00	£1,676.35	£1,676.35
31	Unity Instant Access Interest	£0.00	£0.00	£0.00	£639.18	£639.18
32	Lloyds 32 Day Notice Account	£0.00	£0.00	£0.00	£1,330.59	£1,330.59
35	Photocopier	£0.00	£0.00	£0.00	£0.00	£0.00
40	Precept	£498,982.50	£498,982.50	£0.00	£498,982.50	£0.00
50	Recycling Bags	£500.00	£500.00	£0.00	£402.63	-£97.37
<b>Total Admin</b>		£499,482.50	£499,482.50	£0.00	£503,071.25	£3,588.75
<b>Assets &amp; Open Spaces</b>						
5	Allotments	£798.00	-£2.00	£0.00	-£105.50	-£103.50
6	GoAB Allotments	£0.00	£0.00	£0.00	£20.00	£20.00
15	Cemetery	£25,000.00	£25,000.00	£0.00	£22,800.00	-£2,200.00
55	St Andrew's Car Park - Parking Fees	£5,500.00	£5,500.00	£0.00	£6,805.53	£1,305.53
60	Town Hall - Hall Hire	£250.00	£250.00	£0.00	£330.00	£80.00
<b>Total Assets &amp; Open Spaces</b>		£31,548.00	£30,748.00	£0.00	£29,850.03	-£897.97
<b>Community Events &amp; Wellbeing</b>						
20	Christmas Income/Donations	£0.00	£0.00	£0.00	£0.00	£0.00
21	Markets	£0.00	£1,800.00	£0.00	£903.83	-£896.17
<b>Total Community Events &amp; Wellbeing</b>		£0.00	£1,800.00	£0.00	£903.83	-£896.17
<b>Town Maintenance &amp; Improvements</b>						
25	Hanging Baskets	£0.00	£0.00	£0.00	£187.50	£187.50



# Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	<b>2023/24</b>	<b>Revised</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
45 Public Rights of Way	£400.00	£400.00	£0.00	-£2,135.00	-£2,535.00
<b>Total Town Maintenance &amp; Improvements</b>	£400.00	£400.00	£0.00	-£1,947.50	-£2,347.50
<b>Total Income</b>	<u>£531,430.50</u>	<u>£532,430.50</u>	<u>£0.00</u>	<u>£531,877.61</u>	<u>-£552.89</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>						
<b>Admin</b>						
100	Advertising	£2,400.00	£1,500.00	£0.00	£646.92	£853.08
115	Archive Project	£0.00	£200.00	£0.00	£180.00	£20.00
120	Bank Charges	£250.00	£250.00	£0.00	£44.25	£205.75
121	Late Payment Charges	£0.00	£0.00	£0.00	£10.00	-£10.00
125	Card Charges	£500.00	£500.00	£0.00	£266.34	£233.66
130	CCTV	£1,000.00	£2,125.00	£1,375.00	£1,430.00	£2,070.00
145	Councillor Allowances	£2,250.00	£2,250.00	£0.00	£0.00	£2,250.00
150	Election	£5,000.00	£325.00	£0.00	£322.05	£2.95
160	Grants	£25,000.00	£25,500.00	£0.00	£2,800.00	£22,700.00
175	Health & Safety	£7,000.00	£8,900.00	£0.00	£2,389.07	£6,510.93
180	Insurance	£6,000.00	£4,100.00	£0.00	£3,798.46	£301.54
185	Investments Charges	£0.00	£0.00	£0.00	£0.00	£0.00
190	IT	£11,600.00	£11,600.00	£0.00	£6,512.85	£5,087.15
205	Mayor	£150.00	£150.00	£0.00	£0.00	£150.00
210	Office Expenses	£11,450.00	£16,375.00	£0.00	£9,370.97	£7,004.03
225	Professional Fees and Subscriptions	£7,630.00	£11,980.00	£0.00	£9,846.99	£2,133.01
245	Recruitment	£3,000.00	£3,000.00	£0.00	£0.00	£3,000.00
250	Recycling Bags	£300.00	£300.00	£0.00	£339.00	-£39.00
255	Salaries	£321,100.00	£320,500.00	£0.00	£158,655.19	£161,844.81
295	Training	£7,250.00	£9,250.00	£0.00	£4,327.22	£4,922.78

# Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Revised	Reserve Movements	Actual Net	Balance
305 Van	£6,500.00	£6,500.00	£0.00	£3,355.28	£3,144.72
<b>Total Admin</b>	<b>£418,380.00</b>	<b>£425,305.00</b>	<b>£1,375.00</b>	<b>£204,294.59</b>	<b>£222,385.41</b>
<b>Assets &amp; Open Spaces</b>					
110 Allotments	£1,800.00	£1,800.00	£0.00	£467.64	£1,332.36
111 GoAB	£0.00	£0.00	£0.00	£897.67	-£897.67
135 Cemetery	£21,500.00	£21,550.00	£0.00	£11,992.22	£9,557.78
136 Public Works Loan Repayment	£17,650.00	£17,650.00	£0.00	£17,646.64	£3.36
137 New Equipment	£0.00	£10,000.00	£9,523.71	£10,869.57	£8,654.14
220 Play Areas	£2,500.00	£2,500.00	£0.00	£4,132.07	-£1,632.07
235 Public Toilet	£500.00	£2,500.00	£0.00	£432.48	£2,067.52
265 St Andrew's Car Park	£5,500.00	£5,500.00	£0.00	£4,937.44	£562.56
285 Town Hall	£10,000.00	£8,076.50	£0.00	£5,095.33	£2,981.17
400 Play Parks and Cemetery Maintenance Annual Fund	£13,500.50	£13,500.50	£0.00	£0.00	£13,500.50
<b>Total Assets &amp; Open Spaces</b>	<b>£72,950.50</b>	<b>£83,077.00</b>	<b>£9,523.71</b>	<b>£56,471.06</b>	<b>£36,129.65</b>
<b>Community Events &amp; Wellbeing</b>					
105 Advertising	£0.00	£0.00	£0.00	£0.00	£0.00
140 Christmas	£20,000.00	£20,000.00	£0.00	£14,193.00	£5,807.00
141 Events	£4,248.50	£4,248.50	£0.00	£768.48	£3,480.02
200 Markets	£2,000.00	£1,500.00	£0.00	£300.77	£1,199.23
275 Swimming Pool Dev Order	£0.00	£0.00	£0.00	£0.00	£0.00
315 Youth Services	£0.00	£0.00	£0.00	-£4,588.25	£4,588.25
<b>Total Community Events &amp; Wellbeing</b>	<b>£26,248.50</b>	<b>£25,748.50</b>	<b>£0.00</b>	<b>£10,674.00</b>	<b>£15,074.50</b>
<b>Town Maintenance &amp; Improvements</b>					

# Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Revised	Reserve Movements	Actual Net	Balance
155 Gen. Maintenance Costs	£4,500.00	£2,500.00	£0.00	£1,117.19	£1,382.81
165 Grass/Verge Cutting	£3,000.00	£3,000.00	£0.00	£65.25	£2,934.75
170 Hanging Baskets	£0.00	£1,500.00	£0.00	£689.94	£810.06
195 Leat Repairs	£0.00	£0.00	£0.00	£0.00	£0.00
215 Planting	£0.00	£250.00	£0.00	£218.00	£32.00
230 Public Rights of Way	£400.00	£1,000.00	£0.00	£644.23	£355.77
240 Railway Feasibility Study	£0.00	£0.00	£0.00	£0.00	£0.00
260 Skate Park Benches	£0.00	£0.00	£0.00	£0.00	£0.00
270 Street Furniture	£0.00	£0.00	£0.00	£0.00	£0.00
280 Tourism & Economic Development	£1,500.00	£1,500.00	£0.00	£0.00	£1,500.00
290 Townscape Heritage Scheme	£0.00	£0.00	£0.00	£0.00	£0.00
300 Trees	£2,000.00	£2,000.00	£0.00	£808.65	£1,191.35
310 War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Town Maintenance &amp; Improvements</b>	<b>£11,400.00</b>	<b>£11,750.00</b>	<b>£0.00</b>	<b>£3,543.26</b>	<b>£8,206.74</b>
<b>Total Expenditure</b>	<b>£528,979.00</b>	<b>£545,880.50</b>	<b>£10,898.71</b>	<b>£274,982.91</b>	<b>£283,171.30</b>
Total Income	£531,430.50	£532,430.50	£0.00	£531,877.61	-£552.89
Total Expenditure	£528,979.00	£545,880.50	£10,898.71	£274,982.91	£281,796.30
<b>Total Net Balance</b>	<b>£2,451.50</b>	<b>-£13,450.00</b>		<b>£256,894.70</b>	

6 NOVEMBER 2023

## **E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT**

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of [www.lgpsregs.org](http://www.lgpsregs.org).

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	LC1 (7-12) (substantive benchmark range)
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	LC1 (13-17) (above substantive range)
12	£26,421	£13.73	
13	£26,873	£13.97	
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	LC2 (18-23) (below substantive range)
17	£28,770	£14.95	
18	£29,269	£15.21	
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	LC2 (24-28) (substantive benchmark range)
23	£32,076	£16.67	
24	£33,024	£17.16	
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	



	<b>1 April 2023</b>		<b>Scale Ranges</b>
<b>SCP</b>	<b>£ per annum</b>	<b>* £ per hour</b>	<b>Based on SCP</b>
29	£37,336	£19.41	<b>LC2 (29-32)</b> (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	<b>LC3 (33-36)</b> (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	<b>LC3 (37-41)</b> (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	<b>LC3 (42-45)</b> (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	<b>LC4 (46-49)</b> (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	<b>LC4 (50-54)</b> (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	



	<b>1 April 2023</b>		<b>Scale Ranges</b>
<b>SCP</b>	<b>£ per annum</b>	<b>* £ per hour</b>	<b>Based on SCP</b>
55	£70,385	£36.58	<b>LC4 (55-62)</b> <b>(above substantive benchmark range)</b>
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

\* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>November 2023</b>
<b>Item of business</b>	<b>MAYORAL REGALIA</b>
<b>Details</b>	To consider enhancements to the Mayoral Regalia
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. That the Mayoral Regalia is extended by a further 12 links, that all names are removed and that the chain is refinished as recommended by the manufacturer.</li> <li>2. That a felt jacket rest is purchased to enable dignified wearing of the Mayoral Regalia.</li> <li>3. That a budget of £3,000 is allocated for the project.</li> </ol>

4. The Mayoral Regalia was last refurbished in 2012/13 and, since then, there have been a number of Mayors of Cullompton each of which should have their names engraved on the links of the Mayoral Regalia. It has been noted that the Regalia is in need of updating and refurbishment as much of the engraving has become illegible and there are a number of missing names, many of the links are scratched and require a professional polish.
5. The links are fabricated in silver/gilt links with a medallion that represents the Cullompton Town Crest. There are currently 14 links on the chain that are attached to a length of black ribbon to complete the loop; there have been 18 Mayors since the Regalia was first purchased with Mrs Coxhead as the first Town Mayor to be inscribed.
6. An estimate has been received from the original manufacturer of the Mayoral Regalia for the supply and fitting of additional links (to make the chain a complete one) and the refurbishment of the existing links; reengraving can be arranged. The estimate is as follows:
  - 6.1. Remove engraving on existing links and refinish at £72.60 per link.
  - 6.2. To add additional links:
    - 6.2.1. 10 links at a total of £1,694.18+VAT (£169.42/link).
    - 6.2.2. 12 links at a total of £1,977.20+VAT (£164.77/link).
    - 6.2.3. Additional link works will include refinishing the chain as required although not removal of existing engraving.

- 6.3. Reengraving of past Mayor's names will be charged at:
  - 6.3.1. £0.62+VAT per character for machine engraving.
  - 6.3.2. £2.74+VAT per character for hand engraving.
  - 6.3.3. A local engraver could be engaged to do these works but no investigations have been conducted as to who might do this and at what cost.
- 6.4. All figures for refurbishment are estimated as, without a visual inspection of the chain, it is impossible for the supplier to make an accurate assessment of the level of refurbishment works required.
7. The addition of sufficient links to make the chain complete will allow for sufficient space for all previous holders of the Mayor's Office to be named on the chain with sufficient links remaining to allow for another decade or so before consideration has to be made to further lengthen or double up the chain.

#### **Financial Implications**

8. In accordance with Financial Regulations 10.3 (financial limits for obtaining quotes for works) and 11a.ii (specialist services), the works are below the threshold for which 3 quotations are mandated and are considered to be a specialist service.

#### **Recommendations**

9. That the Mayoral Regalia is extended by a further 12 links, that all names are removed and that the chain is refinished as recommended by the manufacturer.
10. That a felt jacket rest is purchased to enable dignified wearing of the Mayoral Regalia.
11. That a budget of £3,000 is allocated for the project.

<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>November 2023</b>
<b>Item of business</b>	<b>PARKING RESTRICTIONS</b>
<b>Details</b>	To consider lobbying the Highway Authority for the installation of additional parking restrictions in Cullompton
<b>Recommendations</b>	<p>To Lobby the Highway Authority to install double yellow lines as follows:</p> <ol style="list-style-type: none"> <li>1. At the junction of Swallow Way and Tiverton Road once the Swallow Way part of the highway has been adopted by the Highway Authority to prevent dangerous parking.</li> <li>2. Extension of the double yellow lines on Duke Street opposite the junction with Rivermead to allow access to water meters by property owners and tenants.</li> <li>3. At the entrance of Knowle Close to prevent overflow parking from nearby residential areas.</li> </ol>

#### **PARKING RESTRICTIONS**

4. A number of additional parking restrictions have been requested by members of the public; the Council is required to support these additional parking restrictions before they will be considered for implementation by the Highway Authority.
5. They are as follows:
  - 5.1. **Junction of Swallow Way and Tiverton Road.** Since this junction has been reprioritised by Barratt David Wilson Homes in accordance with the approved plans, it has become a potential accident hot spot for vehicles parking on a bend and at a junction. This is contrary to the Highway Code Rule 243 (DO NOT stop or opposite or within 10 metres (32 feet) of a junction, DO NOT stop or park on a bend). The installation of double yellow lines at this location may prove problematic as part of the highway affected is unadopted and the Highway Authority has no jurisdiction to install double yellow lines on private land, much less enforce them.
  - 5.2. **Duke Street opposite Rivermead.** A request has been received from a member of the public that existing double yellow lines on the road opposite the junction of Duke Street and Rivermead are extended to allow access to a mains water stop-cock that is placed in

the roadway. The property owner is concerned that, in an emergency, the ability to isolate the mains water into the property will be prevented.

- 5.3. **Knowle Close.** A request has been received from a member of the public that double yellow lines are installed at the entrance to Knowle Close to prevent overflow parking. The request comes via District Councillor S Robinson from residents of Knowle Close.

#### **RECOMMENDATIONS**

6. To Lobby the Highway Authority to install double yellow lines as follows:
  - 6.1. At the junction of Swallow Way and Tiverton Road once the Swallow Way part of the highway has been adopted by the Highway Authority to prevent dangerous parking.
  - 6.2. Extension of the double yellow lines on Duke Street opposite the junction with Rivermead to allow access to water meters by property owners and tenants.
  - 6.3. At the entrance of Knowle Close to prevent overflow parking from nearby residential areas.

## OFFICER REPORT

COMMITTEE:	FULL COUNCIL
DATE OF MEETING	NOVEMBER 2023
AGENDA ITEM:	DEVON COUNTY COUNCIL ROAD WARDEN SCHEME
LEGAL AUTHORITY:	
FINANCIAL IMPLICATION:	Participation would be cost neutral because costs are recoverable from the County Council.
IMPACT ASSESSMENT:	<p>The Road Warden Scheme compliments Cullompton's partnership work through the Parish Paths Partnership scheme (P3).</p> <p>Free training (such as Chapter 8) is available to participating parishes which enhances employees' skills, benefiting both DCC Highways and the Town Council.</p> <p>Working in partnership is less resource hungry. Local solutions to local needs.</p>
BACKGROUND:	<p>The Road Warden Scheme is a formal agreement, between Devon County Council and Cullompton Town Council, which enables and supports the town council to deliver minor works in or around the public highway.</p> <p>The Road Warden Scheme allows communities to:</p> <ul style="list-style-type: none"> <li>• organise minor works either on or off the live carriageway.</li> <li>• Communities may carry out minor works which DCC are no longer able to resource and do not have a legal responsibility to carry out.</li> <li>• DCC provides third party insurance for the works.</li> <li>• Free training is available on DCC arranged courses.</li> <li>• Participants have priority status for Highway Maintenance Community Enhancement Fund (HMCE) Fund applications.</li> <li>• Volunteers have free public liability insurance cover.</li> </ul> <p>Road Wardens can do, but are not limited to:</p>

	<ul style="list-style-type: none"> <li>• Pothole repairs (when they do not meet our intervention criteria).</li> <li>• Clearing weeds.</li> <li>• Cleaning signs.</li> <li>• Cleaning drainage (gully grating).</li> <li>• Cutting grass.</li> <li>• Repairing finger posts.</li> <li>• Cutting hedges.</li> <li>• Managing verges for wildlife</li> </ul> <p>All works must be agreed with the local highway neighbourhood officer. Work must be undertaken in line with guidance (method statements) provided by Devon County Council.</p> <p>Road Wardens are not responsible for carrying out safety repairs as this remains the responsibility of the council.</p>
SUMMARY:	<p>Working in partnership with the Highway Authority (DCC) would give the Town Council a degree of autonomy in determining its priorities for the local highway network.</p> <p>Being able to be reactive means waiting times should reduce.</p> <p>For more detailed information see: <a href="http://devon.gov.uk/road-warden-scheme-communities">Road Warden Scheme - Communities (devon.gov.uk)</a></p>
RECOMMENDATION:	<p>Recommend CTC applies to Devon County Council to join the Road Warden Scheme.</p>

# FULL COUNCIL – FORWARD PLAN

This forward plan identifies reports and other agenda items for future meetings of the Full Council. It is also intended to assist agenda management and act as a reminder of items to come forward to future meetings.

<b>Report title</b>	<b>Meeting date</b>
Town Hall Options	January 2024
Budget Setting	January 2024
Consultation Full Report	January 2024
Play Parks, Bins and Benches Consultation Document	January 2024