



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, 1 FEBRUARY 2024 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: 26 January 2024**

**Date of Meeting: 1 February 2024**

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. **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).
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 to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.
4. **Minutes** ([LGA1972 Schedule 12 Paragraph 41](#)). To approve the Minutes of the Ordinary Meeting of Cullompton Town Council held on 25 January 2024
5. **Budget 2024-2025.** To agree the earmarked reserves for 2024-2025
6. **Rebranding.** To consider the option to rebrand the Town Council logo and associated media.
7. **20s Plenty.** To consider lobbying Devon County Council for a blanket 20mph speed limit within the settlement boundary of Cullompton and to complete an expression of interest for a renewed scheme run by the authority.
8. **Governance.** To consider:
  - 8.1. Additional membership of the Governance, Finance and Resources Committee.
  - 8.2. To consider the Mayor's request to relinquish his role as Chair of the Appeals Committee (the Appeals Committee Terms of Reference specify that either the Chair or Vice-Chair of the Council is required to Chair the Appeals Committee).

9. **Work Experience.** To consider a request from Cullompton Community College to host a student for a period of work experience.
10. **Forward Plan.**
11. **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.
12. **Legal Matters.** To receive an update on legal matters.
13. **Town Hall.** To consider the Town Hall report.



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**MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL**  
**DATED THURSDAY, 26 JANUARY 2024 AT 7:00PM**  
**AT CULLOMPTON TOWN HALL**

**PRESENT:**

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

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

**MDDC Presentation Team:** Tina Maryan (MDDC), Richard Marsh (MDDC), Ian Beavis (WSP).

**Others:** Mid Devon District Councillors S Keeble and S Robinson, 7 Members of the Public.

**C23/120 Apologies for Absences.** Apologies for absence were received and accepted from Councillors J Johns and T Spring.

**C23/121 Declaration of Interest and Dispensations.** The following Declarations of Interests were made:

1. Councillor E Buczkowski declared an Other Registerable Interest (ORI) in Agenda item 10.2 (Minute c23/130.2) as she is a member of Mid Devon District Council and Agenda item 7 (Minute C23/126) as she is the Council representative at the Cullompton Community Association.
2. Councillor J Buczkowski declared an ORI in Agenda item 10.2 (Minute C23/130.2) as he is a member of Mid Devon District Council.

**C23/122 Member Questions.**

Councillor P James requested permission to ask his question during the Part II session at the end of the meeting; this permission was granted.

**C23/123 Public Question Time.**

**Speaker 1**

1. There is some confusion over land that will be taken to allow the proposed M5 Junction 28 improvements and the Town Centre Relief Road and asked for clarification. *MDDC stated that there had been no change in terms of the land take for the projects but that the specific area of concern would be taken back with a response provided to both the Speaker and the landowner concerned.*
2. TCRR has become increasingly complicated and much simpler options have been talked about since the 1980s; should not these options be considered again? *MDDC responded that the schemes that is being proposed are fundamentally required to deliver the level of planned growth; there is a direct link between them and their delivery to release the housing development necessary and conducting the scheme in a piecemeal way does not deliver the housing outcome.*

*There are also a significant number of constraints that will be difficult and expensive to overcome.*

**C23/124 Comments and Complaints.** There was nothing to report.

**C23/125 Minutes.** The Minutes of the Ordinary Meeting of the Full Council held on 23 November 2023 were adopted as a true and correct record of the meeting subject to the removal of a small typo in the header of the document; the minutes were signed accordingly.

**C23/126 M5 Motorway Junction 28.**

Councillor M Thompson declared a Non Registerable Interest (NRI) as he lives close to the proposed route of the Town Centre Relief Road and the expansion of the M5 Junction 28.

1. MDDC presented the proposals for the expansion of capacity at the M5 Junction 28 and the Town Centre Relief Road. Although the plans are in place, funding is yet to be secured for the project and work continues with central Government to fund the project. £10M has been secured from Homes England for the Town Centre Relief Road but a further £25M is required for the Town Centre Relief Road.
2. In terms of the capacity expansion of Junction 28, the existing junction will remain as it is with an additional bridge over the M5 with additional, south facing, slip roads with connections to Meadow Lane and Honiton Road to the south of Cullompton.
3. Following the presentation, there were several questions from Members of the Public:
  - 3.1. The height of the new bridge over the M5 was questioned? *All required standards will be met.*
  - 3.2. It was stated that the bridge will be a long span over the motorway, River Culm and main railway line; what plans have been put in place for pillars to support it? *Designers will have considered this and the previous question during the design phase of the project.*
  - 3.3. There are a large number of junctions on both the new bridge and between the connections to Meadow Lane and Honiton Road; how is traffic to be controlled? *The design team will have considered these junctions and they will meet required standards.*
  - 3.4. It was stated that pedestrian access across the existing junction is less than satisfactory; what plans are in place for pedestrians across the new bridge? *MDDC are keen for there to be adequate provision for pedestrians and other users not in cars but that concerns would be fed into the design team.*
  - 3.5. How will the new junction impact on access to the Public Right of Way (Footpath No2) across High Banks from Duke Street and Honiton Road? *These concerns will be fed to the design team.*
  - 3.6. It was noted that there is a significant fall from the maximum height of the motorway bridge to the junction with Meadow Lane over a relatively short distance of 500-600m. *MDDC stated that this concern would be fed to the design team. Overall, the design is, at present, conceptual and the detail will come later although the Town centre Relief Road has been fully designed. Although it is technically challenging and the site constrained, the project overall is deliverable.*

- 3.7. What is to be done about noise abatement for those residents who live close to the project? *MDDC stated that this will be considered as part of the final scheme design.*
- 3.8. Had an alternative at Willand been considered; it was stated that there are “hidden” slip roads that could be uncovered and utilised? *MDDC stated that there are significant challenges with the Willand option including that the Environment Agency would be unlikely to support it due to potential flood risks of development here. Increase traffic can be accommodated at Meadow Lane and the railway station at Cullompton is planned to open in 2025 and has strong Government support.*

Mid Devon District Councillor S Robinson believes that Cullompton Town Council are invited to Metro Board meetings and that the land east of Knightswood has very complex ownership. There are lots of issues with flooding at Knightswood and that this was known when the estate was constructed. *Councillor J Buczkowski attends Metro Board on behalf of the Town Council and makes reports to the Planning and Licensing Working Group.*

The Mid Devon District Council team and all Members of the Public departed the meeting at 20:20.

#### **C23/127 Consultation Update.**

1. The Town Clerk presented the results of the Community Consultation and that further, more narrowly focussed, consultations will take place in future. The presentation was noted by Council.
2. The issues surrounding delivery of the Community Consultation leaflet were noted and no further action is required in this instance.

#### **C23/128 Committee Minutes.**

The Committee meeting Minutes for the following committees were noted:

1. Community, Economy and Tourism Committee of 7 December 2023.
2. Governance, Finance and Resources Committee of:
  - 2.1. 26 October 2023.
  - 2.2. 14 December 2023.
  - 2.3. 18 January 2024.
3. Planning, Licensing and Strategic Growth Committee of:
  - 3.1. 14 September 2023.
  - 3.2. 10 October 2023.
  - 3.3. 31 October 2023.
  - 3.4. 21 November 2023.
  - 3.5. 12 December 2023.
4. Services, Property and Outdoor Spaces Committee of:
  - 4.1. 12 September 2023.
  - 4.2. 9 November 2023.

#### **C23/129 Finance.**

1. **RESOLVED** to note the Bank Reconciliations up to 31 December 2023.

*Councillors E Buczkowski and J Buczkowski departed the meeting at 20:39.*

*Councillor C Snow departed the meeting at 20.40*

2. **RESOLVED** to authorise payment of £25,000 to MDDC in respect of the Heritage Action Zone project.

*Councillors E Buczkowski and J Buczkowski returned to the meeting at 20:44.*

*Council C Snow returned to the meeting at 20:45*

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 the listed virements held in the agenda pack.
5. **RESOLVED** that delegation is given to the Clerk to enter into a contract with a provider that uses the O2 network (O2, Sky Mobile, Giff Gaff, Virgin Mobile or Tesco Mobile) on a SIM only deal over 10GB. This is to provide mobile telephone services to the outdoor team. The handsets to be purchased outright.

**C23/130 Budget 2024-2025.** To consider the recommendation from the Governance, Finance and Resources Committee held on 18 January 2024 as follows:

1. **RESOLVED** that the recommended underutilised budget headings be removed as indicated in the report. That a budget line be added for visibility splay cutting with no budget attached at this time.
2. **RESOLVED** that the budget is approved, and the precept is set at £524,815.00. Creating a Band D charge of £145,12, an increase of 13p per week.

*As it was just past 2100, the meeting was closed at 2103, an additional meeting of the Full Council will take place on 1 February 2024 to deal with remaining business.*

## Proposed EMR changes

	Balance at start of 23/24	Reserve Movements During 23/24	Current EMRs	Proposed Changes	Proposed New Total	
Allotments	£10,514.11		£10,514.11	£0.00	£10,514.11	Need to work up projects to utilise funding for Haymans and Top Field
Archive Project	£2,500.00		£2,500.00	£0.00	£2,500.00	Add to planting and planters or street furniture?
CCTV EMR	£4,500.00	-£1,375.00	£3,125.00	£0.00	£3,125.00	
Cemetery Paths/Project	£35,000.00		£35,000.00	£0.00	£35,000.00	
Election Contingency	£5,000.00		£5,000.00	£0.00	£5,000.00	
Equipment Replacement EMR	£10,000.00	-£9,523.71	£476.29	-£476.29	£0.00	Remove covered by office equipment
Gazebos & Equipment Market	£6,000.00	-£3,000.00	£3,000.00	£0.00	£3,000.00	
Leat Repairs	£2,000.00		£2,000.00	£0.00	£2,000.00	IS this still required? If so, can we reduce or add to planting budget? We can look at leat repairs as a grant?
Locum Support	£10,000.00		£10,000.00	£0.00	£10,000.00	
Play Area Fund EMR	£8,613.00	-£4,333.00	£4,280.00	£0.00	£4,280.00	Combine into one EMR with Play Equipment EMR?
Play Equipment EMR	£2,000.00		£2,000.00	£10,000.00	£12,000.00	Combine into one EMR with Play Area Fund EMR? Increase to include works needed at Tufty
Railway Feasibility Study EM	£20,000.00		£20,000.00	£0.00	£20,000.00	
Benches	£5,000.00	-£1,000.00	£4,000.00	£0.00	£4,000.00	Rename from Skate Park Benches to Benches
St Andrews c park iprvmt EMR	£10,000.00		£10,000.00	£0.00	£10,000.00	
Street Furniture Replacement	£5,000.00	-£1,000.00	£4,000.00	£10,159.07	£14,159.07	Increase utilising underspend from last year entering General Fund
Swimming Pool Dev Order EMR	£6,000.00	-£6,000.00	£0.00	£0.00	£0.00	
Equipment & Tech	£17,000.00		£17,000.00	-£3,000.00	£14,000.00	Rename from Tech Fund to Equipment & Tech. Reduce to £14,000? To cover cost of windows move £5,000 to Town Hall Maintenance utilising 3,000 from t
Town Hall Maintenance	£20,000.00		£20,000.00	£5,000.00	£25,000.00	Increase from Office Equipment & Tech EMR and £2,000 GF underspend?
Townscape Heritage Scheme EMR	£25,000.00	-£25,000.00	£0.00	£0.00	£0.00	Should be removed in current year for HAZ project?
Upcott Field Improvements EMR	£0.00	£15,333.00	£15,333.00	£0.00	£15,333.00	Newly created during 23/24.
Play Park Renewal Fund	£0.00		£0.00	£10,000.00	£10,000.00	Should we include?
War Memorial	£0.00		£0.00	£1,500.00	£1,500.00	Include new EMR?
Solar Farm Grant	£0.00	£40,000.00	£40,000.00	£0.00	£40,000.00	
Future Projects Fund	£0.00		£0.00	£94,035.83	£94,035.83	
	£204,127.11	£4,101.29	£208,228.40	£127,218.61	£335,447.01	



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Town Clerk: Dan Ledger

<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>January 2024</b>
<b>Item of business</b>	<b>Rebranding</b>
<b>Details</b>	To consider options of rebranding
<b>Recommendations</b>	<ol style="list-style-type: none"><li>1. Council delegates to the Town Clerk in consultation with the membership to acquire the services of a graphic designer to design various options of a new Town Council logo with these options to be brought back to a future meeting.</li><li>2. To set a budget from the general fund of up to £2,500. The selected logo to be included on all media, soon to be renewed signage as well as uniform for the outdoor team.</li></ol>

- 1.1. The Town Council has had its current branding for over two decades. Upon creation of the authority from the Urban District Council, the crest/coat of arms for the old authority was transferred to Tiverton Town Council. The Town Council has never had a recognised crest and therefore has had the benefit of being able to design its own logo from inception.
- 1.2. Whilst the creation of a bespoke Town Crest is deemed by officers to be out of scope currently (to gain a recognised Town crest would cost in excess of £19,000), the Town Council does have the option to rebrand from its current logo to allow for a refresh and modernisation throughout all of the Council’s media.
- 1.3. With the hopeful inclusion of new signage to many locations in Cullompton in the upcoming new budget, it is felt that it is a timely opportunity to renew the Town Council logo so that there is synergy from the outset. It is hoped to gain new signage at St Andrews Car Park, the Cemetery, Allotments and replace the pillow style entrance signage for next year.
- 1.4. Further to this, the Council will soon take ownership of a new lease van which will require sign writing. It has also previously been stated by members their wish to have outdoor operatives wear fully branded uniforms when they are working. All of the above opportunities allow ample exposure for a rebranding of the Town



Council's logo and makes now an opportune time to complete this exercise at the lowest possible cost.

- 1.5. The works will look to be completed in two phases. First phase will include Officers gaining the services of a graphic designer to design, create and give options to what possible logo the Town Council could adopt. These designs will be brought to Council to decide on which logo Council adopts.
- 1.6. The second phase will be to utilise the new logo in new designs of signage, work wear and the van. The designer will be asked to complete bespoke designs for all of these projects. Again the options will be brought to Council to decide which options it wishes to adopt.

### **Recommendations**

2. It is recommended that Council:
  - 2.1. Delegates to the Town Clerk, in consultation with the full council membership, to acquire the services of a graphic design to design various options of a new Town Council logo as well as designs for signage, the new Council van and workwear.
  - 2.2. Sets a total budget from the general fund of up to £2,500 to fund this project.



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Town Clerk: Dan Ledger

<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>16 January 2024</b>
<b>Item of business</b>	<b>20’s Plenty – 20MPH roads Expression of Interest</b>
<b>Details</b>	To consider whether to express and interest in DCC’s scheme
<b>Recommendations</b>	that Council instructs officers to put forward an application and to delegate the submission of the form to the Town Clerk, in consultation with the membership.

1. The Council recently received the below email:

“Dear Members,

#### **20mph Speed Limit Programme ‘Expression of Interest’ 24/25**

The eleven selected 20mph speed limit schemes in the first two tranches are underway or completed. There is now an opportunity for a third tranche to be progressed through the 24/25 financial year.

The first two tranches received a significant amount of interest (152 submissions) and it is proposed to utilise the same scoring matrix as used for the previous years. Therefore, where communities have already submitted their expression of interest, they need not do so again, this will be reviewed again and against any expressions from new communities. If a community wishes to modify their proposal they may do so, and this will be reassessed.

A further £150,000 has been secured in our Road Safety Capital Allocation for the 24/25 tranche (Item 210, <https://democracy.devon.gov.uk/ieListDocuments.aspx?CId=133&MId=4460&Ver=4>). It is anticipated that 4-6 further communities (depending upon the size of the schemes) could benefit from new 20mph limits with this additional funding.

The next steps will be for elected Members to work with their communities to complete new or modified applications, it is important that every application is supported both by the Town or Parish Council and Elected Member prior to assessment. It is recognised that there is no Town or Parish Council representation for the Exeter area and community support will be discussed

separately with those Members. An invitation will also be sent to Town and Parish Councils via our regular Town and Parish Council Bulletin.

To allow for assessment and prioritisation for schemes to be delivered in 24/25 Financial year all new or modified submissions must be completed by 1st March 2024. The application form can be found here: [20mph Community Self Assessment form \(Tranche 3\).](#)"

2. The Council has previously submitted an application to this scheme, but was not successful. There is however no record of the form on the Council's filing system.
3. It is recommended that Council instructs officers to put forward an application and to delegate the submission of the form to the Town Clerk, in consultation with the membership.

## 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>
Play Parks, Bins and Benches Consultation Document	March 2024
Arrangements for Annual Meeting	March 2024
Community Grant Requests	March 2024
Gift of A Burrow for Allotments Governing Documents	May 2024
Town Hall Options Report	May 2024