

Exminster Parish Council Meeting
Monday 15 June 2015 at 19:30 in the Victory Hall

Minutes

Chairman: John Goodey

15/229	<u>Public open session</u> No comments.	
15/230	<u>Present</u> Cllr John Goodey (JG), Cllr Chris Maynard (CM), Cllr Richard Morgan (RM), Cllr Josie Walledge (JW) Deputy Clerk: Mrs Helen Hibbins (HH) Teignbridge District Councillors: John Goodey (JG) Public: 0	
15/231	<u>Apologies accepted from</u> Cllr Chrissy Hussey (CH) – Personal reasons Cllr Derek Madge (DM) – Personal reasons Cllr Lorne Smyth (LS) – Attending a meeting on behalf of the Parish Council Cllr Adrian Wood (AW) – Attending a meeting on behalf of the Parish Council Teignbridge District Councillor Kevin Lake (KL) – Attending another Parish Council meeting	
15/232	<u>Declaration of interest on Agenda Items</u> None declared.	
15/234	<u>Dispensation requests regarding Code of Conduct</u> None received.	
15/235	<u>To approve the Draft Minutes of the EPC Meeting held on 1 June 2015</u> Resolved.	
15/236	<u>Chairman's Report</u> The Chairman reported: <ol style="list-style-type: none"> 1. At the Parish Council meeting on 1 June, the idea of Lead Councillors had been suggested. This was considered to be a positive idea for the Council. 2. The Community Plan Steering Group was scheduled to run until 2017 and currently had only four members. There should be two Parish Councillors on the group according to the constitution and councillors were asked to consider whether they could take on the role on behalf of the Council. Cllr Goodey was currently attending. 3. Emails had been received regarding grass cutting throughout the village. The matter would be on the agenda for the meeting on 6 July and members of the Green Spaces Group would attend as they were interested to hear the Parish Council discuss the matter. 4. The Chairman would be attending the hearing on the non-determination of the Sentry's Farm planning application on 23 June (in the public gallery). 	
15/237	<u>Clerk's Report</u> The clerks report had been circulated with the papers for the meeting. Since the report was written, the following items had been reported: <ol style="list-style-type: none"> 1. The remains of burnt school exercise books had been found on Crockwells Meadow. The name on the books had been noted. 2. It had been brought to the Clerk's attention that Teignbridge District Council (TDC) did not appear to be including the Exminster Neighbourhood Development Plan in the list of policies that should be taken into consideration in relation to current planning applications for the Matford Development. It was agreed to write to Nick Davies to report this. 3. An email exchange had taken place with a resident concerned about the safety and choice of equipment for the Under 8's play area. The emails had been circulated for councillors' information. A further response from the clerk had outlined the consultation that had taken place with various user groups in the village. It was agreed to write to the 	JD/ HH

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	<p>resident confirming that any incidents or accidents should be reported to the Clerk. It was noted that there had been many favourable comments about the park.</p> <p>4. The Scene copy deadline for the July edition was Friday 19 June. Cllr Goodey agreed to write an article outlining the Devon County Council (DCC) policy for grass cutting, and it was suggested that progress on the Community Plan projects and Councillor vacancies were also mentioned.</p>	<p>JD/H H</p> <p>JG/H H</p>
Planning Matters		
15/238	Planning Decisions Noted as listed.	
/1	15/00849/FUL, 3 South View Terrace - Single storey rear extension - GRANTED	
Community Plan		
15/239	Community Plan Projects	
/1	<p>Financials associated with Community Plan Projects</p> <p>A spreadsheet showing the current financial position with the Community Plan Projects had been circulated.</p> <p>The report showed the approved costs to date, the amount invoiced by the contractors to date and the funds applied for from Viridor and TDC. It was explained that Viridor's preference was to pay the contractor directly and this would be arranged.</p> <p>There was sufficient liquidity of funds (held in the NatWest and Lloyds accounts) to ensure that there would not be an issue with cash flow and HMRC had confirmed that VAT could be reclaimed on a monthly basis.</p> <p>The RFO recommended transferring £50,000 from the Lloyds account to the Nat West Account to ensure that all payments went through the Nat West Account. Resolved.</p> <p>It was noted that Public Open Space's project management costs were not included in the Total Project Cost and that a meeting had taken place with Public Open Space to discuss their remuneration, the outcome of which would be brought before the Parish Council meeting on 6 July, following discussion with the Lead Councillor for Finance.</p>	<p>HH</p> <p>JD</p>
/2	<p>Update on projects</p> <ol style="list-style-type: none"> 1. Details on the programming of the lights for the MUGA and Skate-park were still awaited from the contractor 2. Installation of the removable Bollards at the entrance to Spurfield near the tennis court would be carried out by Mr Fowler. 3. Advice on appropriate signage for the facilities was being sought from organisations offering similar facilities. 4. The RoSPA report had been received for the Under 8's play area and was awaited for the Outdoor Gym. <p>Cllr Walledge suggested that signs were put up to advise that the Skate Park would be closed for refurbishment in the near future.</p>	<p>JD/ HH</p>
15/240	<p>Community Plan Steering Group – update</p> <p>The Chairman reported on the meeting of Thursday 11 June and discussion took place about the projects that were still outstanding.</p> <p>It was likely that the group would not need to continue beyond 2017 as most of the projects would either be complete or in progress by then.</p> <p>It was suggested that a rota for councillor attendance could be instituted.</p>	
Neighbourhood Development Plan		
15/241	<p>Footprint Futures Proposal</p> <p>Cllr Maynard, Cllr Wood and Mr Phil Markham from the Exminster Neighbourhood Development Plan Implementation Group had interviewed and appointed Mr Simon Williams of Footprint Futures as a planning consultant/project manager. It was identified that the most efficient and cost effective way to undertake the work would be to allocate specific projects, and one such</p>	

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	<p>project was identified following discussion after the interview. Accordingly, Mr Williams sent a proposal for the work to be carried out which was included with the papers for this meeting for information. The report would be available, at the latest, by the meeting on 20 July and a meeting had already been scheduled with TDC.</p> <p>The Deputy Clerk confirmed that authority had already been given for the expenditure at a previous meeting and that it would be reviewed on a project by project basis. It was also confirmed that funds from the Milbury Reach S106 agreement could be used towards the costs.</p>	
15/242	<p>To receive updates on progress and discuss / decide further Priorities for the use of Community Infrastructure Levy (CIL) and infrastructure paid by development</p> <p>No update.</p>	
Finance Matters		
15/243	<p>RFO's report</p> <ol style="list-style-type: none"> 1. Delegated authority – in addition to the report circulated, it was noted that delegated authority was used to exceed the authorised funds for the purchase of removable bollards. The bollards had cost £195.00 (plus VAT), exceeding the indicative authorised amount by £35. 2. Direct Debit payments during May – Utilities Warehouse £22.52 including VAT. 3. HR input – The HR department had requested sight of all paperwork connected with employment in order to carry out a review (free of charge) followed by a report with recommendations for any remedial action. <p>Cllr Walledge asked about the change in workload and clerking of meetings in light of the new arrangements with two Parish Council meetings a month.</p>	
15/244	<p>Accounts for Approval</p> <p>It was explained that part of the net value of Courtstall's Invoice would be paid directly to Courtstall by Viridor. (see item 15/239/1). The work had been signed off as satisfactory by the Project Manager.</p> <p>It was resolved to approve payments in the sum of £44,274.36.</p>	HH
15/245	<p>Bank signatories</p> <ol style="list-style-type: none"> 1. <u>NatWest: It is proposed that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.</u> Resolved. 2. <u>Lloyds: It is proposed the authorised signatories in the current mandate, for the accounts detailed in section 1, be changed in accordance with sections 5 to 7 and the current mandate will continue as amended.</u> Resolved. 3. <u>Public Sector Deposit Fund: It is proposed that Cllr Chris Maynard is added as a signatory to the CCLA Public Sector Deposit Fund accounts held by Exminster Parish Council.</u> Resolved. 	HH/ CM
15/246	<u>Draft accounts for May 2015</u>	
/1	Budget Comparison Report Approved.	
/2	Balance Sheet Approved. Discussion took place about contingency funds and that it would be advantageous to have a forecast to year end figure included on the balance sheet. It was noted that this financial year would be extraordinary with the expenditure on the Community Plan projects.	HH
15/247	<p>To consider the following Community Small Grant applications from:</p> <ol style="list-style-type: none"> 1. <u>Exminster School Association</u> 	

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	2. Exminster Summer Playscheme It was resolved to re-agenda these items for the July 6 meeting, following advice received from TDC regarding pre-determination/bias and quoracy of the meeting.	JD
Property & Amenities Matters		
15/248	<u>To consider a request from Exminster Scout Group to have a small, contained camp fire on Deepway Green at the end of a fun day.</u> The Clerk had confirmed that a copy of the Scouts' Public Liability insurance had been received. It was resolved to approve the request.	JD
15/249	<u>Councillors' Reports – for information only</u> 1. Cllr Walledge reported that Chris Walledge had agreed to run a training session on planning for the benefit of new Councillors. 2. Cllr Goodey reported had had a discussion with Nick Davies regarding comments on planning applications. 3. Cllr Maynard suggested that eventually all Councillors should have .gov.uk email addresses and that the Parish Council website should be changed to a .gov.uk domain next April.	
15/250	<u>It is proposed that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act of 1960, the Press and Public will be excluded from items 15/252 and 15/253(part II) having due regard to the confidential nature of the business to be transacted.</u> Resolved.	
15/251	<u>Public Open Session</u> No comments.	
Part II		
15/252	<u>To agree the notes of the Part II meeting held on the 1 June 2015</u> Resolved.	
15/253	<u>To receive updates on progress and discuss / decide on the contractual arrangements for the delivery of Priorities agreed in Part I of EPC meetings for the use of Community Infrastructure Levy (CIL) and infrastructure paid by development</u> No update.	

The meeting closed at 20:55

Signed:.....John Goodey..... Date:.....6 July 2015.....