

Exminster Parish Council Meeting

Minutes

Monday 17 August 2015 at 19:30 in the Victory Hall

Chairman: John Goodey

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| 15/340 | <p><u>Public open session</u></p> <p>Comments:</p> <ul style="list-style-type: none"> Overgrown hedges and brambles around the village were partially blocking pavements. This was particularly dangerous for the visually impaired. Additionally, the pavement space was further reduced by vehicles parking on the pavement in places. The Clerk commented that if overgrown hedges were reported to the Parish Council, a letter could be sent to the owner asking for the overgrowth to be cut back. The Multi Use Games Area (MUGA) was for community use and was being paid for through the precept. If the school was allowed exclusive use of it at designated times, it may set a precedent for the facilities that the Parish Council envisage providing in Matford. Toilet facilities were required at Deepway Green now that the community facilities were in use. | |
| Part 1 | | |
| 15/341 | <p><u>Present</u></p> <p>Cllr Peter Chandler (PC), Cllr John Goodey (JG), Cllr Chrissy Hussey (CH), Cllr Derek Madge (DM), Cllr Lorne Smyth (LS), Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Teignbridge District Councillor: John Goodey (JG) Public: 7</p> | |
| 15/342 | <p><u>Apologies accepted from</u></p> <p>Cllr Chris Maynard (CM) – personal reasons Cllr Richard Morgan (RM) – work commitment Cllr Josie Walledge (JW) - illness Cllr Adrian Wood (AW) – work commitment</p> | |
| 15/343 | <p><u>Declaration of interest on Agenda Items</u></p> <p>None declared</p> | |
| 15/344 | <p><u>Dispensation requests regarding Code of Conduct</u></p> <p>None received</p> | |
| 15/345 | <p><u>To approve the Draft Minutes of the EPC Meeting held on 3 August 2015</u></p> <p>Resolved.</p> | |
| 15/346 | <p><u>Chairman's Report</u></p> <p>The Chairman reported:</p> <ol style="list-style-type: none"> Potential sites for litter bins had been discussed with the Clerk during a visit to Deepway. Many favourable comments had been received about the new facilities at Deepway. Work was due to start on the cycle/pathway at Milbury Reach after 1 September when a temporary 2 month lease had been drawn up to give access to Bloor Homes across the Stowey Arms land. The Exminster Gardening Club annual event and presentation had been attended by the Chairman. | |
| 15/347 | <p><u>Clerk's Report</u></p> <p>In addition to the written report circulated, the Clerk reported the following:</p> <ol style="list-style-type: none"> The Local Community Police Team had started a Facebook page called "Ashburton and Chudleigh Policing area – Teignbridge." The Clerks' room had been redecorated and carpeted and could be used for Councillor meetings. A suitable table meeting table was to be sought. | |

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| Planning Matters | | |
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| 15/348 | Planning Applications | |
| /1 | <p><u>14/03623/OUT, 37 Chudleigh Road - Outline - demolition of existing dwelling and erection of four dwellings (all matters reserved for future consideration)</u></p> <p>Cllr Wood had analysed the application and prepared a paper outlining a number of points that could be included in the Parish Council's response to the planning department. As Cllr Wood was not present, Cllr Goodey outlined the application.</p> <p>It was noted that the application was within the boundary of the Matford Development.</p> <p>It was resolved to support the application with the following caveats:</p> <ul style="list-style-type: none"> • Two off road parking spaces should be provided for each dwelling in addition to a garage. • As the Parish Council had been advised by Bovis Homes that there was insufficient mains drainage capacity for this particular area of the Matford development, it should be ensured that this would be addressed prior to any work taking place. • As the application fell within the Matford development, there should be a financial contribution towards infrastructure to be delivered by development. Additionally, confirmation should be sought that CIL would be payable. • The planning application should fully comply with the Teignbridge District Council (TDC) Local Plan and relevant policies in the Exminster Neighbourhood Development Plan. | HH |
| /2 | <p><u>15/02198/TPO, 28 Pridhams Way - Pruning and removal of secondary trunk to Lime tree and removal of one limb to Beech tree</u></p> <p>It was resolved to comment that the work to be undertaken should be at the discretion of the TDC Tree Officer.</p> | HH |
| 15/349 | Planning Decisions | |
| | Noted as listed below. | |
| /1 | <u>15/00410/OUT, 9 Higher Aboveaway, Exminster – Outline – dwelling in Garden - GRANTED</u> | |
| Community Plan | | |
| 15/350 | Community Plan Projects | |
| | <p>To consider the following</p> <p>1. The regular use of the MUGA by Exminster Primary School</p> <p>The school has requested use of the MUGA every afternoon from 13:00 to 15:15 on Mondays, Thursdays and Fridays and to 16:30 on Tuesdays and Wednesdays.</p> <p>Concern was expressed that allowing the school to have access on a formal basis may set a precedent for the sporting facilities to be provided by the Parish Council at Matford. It was suggested that a compromise was discussed with the school limiting the number of afternoons that it could reserve to maybe 2 or 3.</p> <p>Cllrs Hussey and Smyth (with Cllr Madge in reserve) would arrange a meeting with school management to discuss the matter further.</p> <p>2. Toilet facilities at Deepway Green</p> <p>While it was acknowledged that toilets were required at Deepway Green, questions were raised about who would service the facilities and what hours it would be opened. It was suggested that this could be added on to the servicing of the existing public toilet at the Victory Hall.</p> <p>Cllr Madge noted that there was already a toilet in the Pavilion at Deepway and there was a possibility that it could be extended/alterd to allow access from the rear of the pavilion and not through the Pre-school garden. The location of the suggested entrance was not thought to be ideal, but it was acknowledged that the utilities were already in place in the main Deepway centre building, that could potentially also be extended to provide a toilet with external access.</p> <p>It was resolved that a feasibility study should be carried out on the provision of a toilet, as a possible extension to the Deepway Centre. Cllr Smyth agreed to approach some local</p> | JD/ LS/ CH |
| | | LS |

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| | <p>builders for advice and quotations and the Clerk would write to the Deepway Trust to advise them that the provision of a toilet was being considered by the Parish Council.</p> <p>It was suggested that funding could be sourced from a Rural Aid Grant or the Elector Fund.</p> <p>3. Litter issues</p> <p>The Clerk and Chairman had looked at potential sites for additional litter bins. It was noted that there would be an ongoing financial commitment.</p> <p>It was resolved to bring the figures for the capital outlay and ongoing costs to the Parish Council meeting on 7 September.</p> <p>4. Plans for a launch event/publicity for the new facilities</p> <p>The Chairman said that it was important to publicise and celebrate the new Community Plan project facilities and to thank those who had been involved in their provision. It was resolved that an opening event should take place at 11:00 on Saturday 26 September.</p> <p>Suggestions for the opening included:</p> <ul style="list-style-type: none"> • Display from a professional skater and/or regular users of the Skate Park • Ribbon cutting • Short speech by a current Parish Council representative <p>Invitees should include:</p> <ul style="list-style-type: none"> • Local media • Councillors past and present • Mr and Mrs Fowler • Project Manager(s) from Public Open Space • Viridor Credits • Linden Homes • Community Policeman • Parish Council Staff <p>A PA system would be required.</p> <p>The event would be advertised in the September issue of Scene.</p> | <p>JD</p> <p>JD</p> <p>HH /JD</p> |
| 15/351 | <p><u>Community Plan Steering Group</u></p> <p>No update.</p> | |
| Neighbourhood Development Plan | | |
| 15/352 | <p><u>To confirm the appointment of Councillor Richard Morgan to ENDPIG</u></p> <p>Resolved.</p> | |
| 15/353 | <p><u>To receive updates on progress and discuss / decide further Priorities for the use of Community Infrastructure Levy (CIL) and infrastructure paid by development</u></p> <p>The Chairman reported that a meeting would take place with Stakeholders for the Matford development on Tuesday 18 August.</p> <p>It was proposed that this standing agenda item was removed from the agenda unless there was a specific matter to discuss. Resolved.</p> | JD |
| Finance Matters | | |
| 15/354 | <p><u>RFO's report</u></p> <p>The RFO gave a verbal update to the written report circulated with the papers for the meeting:</p> <ul style="list-style-type: none"> • A Direct Debit payment in the sum of £16.64 had been paid in July for electricity at Deepway Green. • A claim to TDC for the Rural Aid Grant for the Skate Park had been submitted. • A mid-term adjustment invoice for insurance following completion of the Skate Park had been received. | |
| 1/ | <p><u>To discuss the matters outlined in the External Auditor's report</u></p> <p>The External Auditor's report had been received, and although the Audit Opinion was clean, two matters had been highlighted.</p> | |

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| | <ul style="list-style-type: none"> • <i>The Parish Council had not fully documented its Internal Controls</i> The RFO had requested further information as to what was required from the Auditor, but to date no response had been received. It was suggested that the matter was addressed when the Internal Control Procedures were reviewed later this year. • <i>There were incorrect figures in section 1</i> The RFO explained that this was due to the change in accounting methods between Receipts and Payments and Income and Expenditure. <p>The Council noted that the report had been received and the comments included. Cllr Madge commented that the Parish Council finances had become more complicated over the past two years and the RFO was thanked for her work on the accounts.</p> | |
| 15/355 | <p><u>Accounts for Approval</u> It was resolved to approve payments in the sum of £52286.39.</p> | HH |
| 15/356 | <p><u>Draft accounts for July 2015</u> The reports listed below had been circulated prior to the meeting. The RFO briefly outlined transactions of note and invited questions from Councillors. It was resolved to approve the reports.</p> | |
| 1/ | Budget Comparison Report | |
| 2/ | Balance Sheet | |
| 15/357 | <p><u>To appoint an Internal Controller</u> In accordance with the Financial Regulations, an Internal Controller could not be a bank account signatory and therefore Cllr Madge was not eligible to undertake the role. It was resolved that Cllr Chandler was appointed as an Internal Controller.</p> | |
| 15/358 | <p><u>To approve amendments to the following:</u></p> <p>1. EPC Financial Regulations The Clerk and Deputy Clerk have reviewed the Financial Regulations and proposed some amendments which have been circulated. The Clerk explained the situation regarding the new Tree Contract and confirmed that the Council were satisfied that the Financial Regulations allowed the contract to be operated within its parameters, specifically that the Clerk/Deputy Clerk only has authority to spend within budgetary limits and subject to the same scrutiny and reporting as any other expenditure. It was resolved to approve the amendments to the Financial Regulations.</p> <p>2. EPC Risk Assessment The Clerk and Deputy Clerk have reviewed the Risk Assessment Document and proposed some amendments which have been circulated. It was noted that the Risk Assessment had been updated to take into account the new Community Plan project facilities at Deepway. It was resolved to approve the amendments.</p> | JD JD |
| 15/359 | <p><u>To consider a request from The Deepway Centre Trust for a financial contribution to recent works at the Deepway Centre</u> A letter from the Deepway Trust had been received following essential remedial work that had recently taken place and had adversely impacted on the financial reserves of the Trust. It was noted that if the Parish Council went ahead with the toilet block then the remedial work that had recently taken place on the septic tank would be particularly important. It was resolved that the Clerk would write to the Deepway Trust to request that they supply details of their financial position and to consider applying for a Community Small grant for any future projects.</p> | JD |
| Property & Amenities Matters | | |
| 15/360 | <p><u>To consider a suitable place for the siting of cycle racks in the centre of the village</u> Following discussion, two sites were suggested:</p> <ul style="list-style-type: none"> • Outside the Victory Hall between the porch and the telephone box | |

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| | <ul style="list-style-type: none"> • On the green space on Dryfield. <p>There was concern about both sites; taking up pavement space in the first case the loss of a grassed area in the second.</p> <p>It was agreed that Cllrs Chandler and Madge would investigate and measure up a number of areas around the village and to bring their conclusions to the Parish Council meeting on 7 September.</p> | DM /PC JD |
| 15/361 | <p><u>To discuss the ongoing maintenance of Exminster Parish Council property in Townfield</u></p> <p>Cllr Madge had been approached by residents concerned about the appearance of the area which was looking untidy.</p> <p>Cllr Chandler commented that the Green Spaces group were looking to plant an orchard somewhere in Exminster and had considered that the area would be suitable.</p> <p>As it appeared that the allotment had not been worked on for some time, the Clerk had written to the allotment holder asking whether he wished to continue leasing the plot. The plot holder had confirmed that he still wished to continue. The Clerk stated that were guidelines within the lease for the allotment as to the procedures that the Parish Council could take to reclaim it.</p> <p>As there was another vacant allotment at Townfield, the Clerk had made enquiries with the Allotment Society as to whether there were any potential plot holders on their waiting list. It was confirmed that there was not.</p> <p>At the conclusion of the discussion it was resolved to write to the existing allotment holder to ask when work would be taking place as it appeared that none had taken place recently and to contact the Green Spaces Group to formally ask for their intentions regarding the land.</p> | JD |
| 15/362 | <p><u>To consider the future maintenance of the Hospital Drive path</u></p> <p>The Clerk had investigated whether the path could be re-tarmacked and had ascertained that it was not possible due to the tree roots. Patching the existing path would be possible and a quote would be sought for that work.</p> <p>To return the path to grass would cost in the region of £2000 and a quote for this had already been obtained.</p> <p>It was agreed to re-agenda the item when the quote for patching had been received.</p> | JD |
| 15/363 | <p><u>Heritage walks project update</u></p> <p>Cllr Madge explained that the project came about through the Elector Fund grant as a joint venture between Exminster and Kenton Parish Council. The finished leaflets were distributed to Councillors and the public present and it was explained that an interpretation board would be provided outside the Victory Hall to accompany the leaflets which could be obtained from various outlets in Exminster.</p> <p>It was proposed that the Clerk write to Ken Pearson (who took the photographs for the leaflet), Kevin White, who completed the historical text and Ian Walton from Kenton who was the leader of the project and thank them for their work. Resolved.</p> | JD |
| 15/364 | <p><u>Councillors' Reports</u></p> <ol style="list-style-type: none"> 1. Cllr Chandler reported conflict regarding the notice board outside the Victory Hall with posters being removed and replaced. This appeared to be an ongoing problem. Cllr Madge commented that historically the board had been self-policing. 2. Cllr Hussey offered to research whether Exminster could become a dementia friendly village. It was noted that Kenton had just started on the process and may be able to provide advice. The item would be put on a future agenda. 3. Cllr Smyth commented on posts on Facebook about the provision of dog bins on Milbury Reach. It was noted that the land was not under the ownership of the Parish Council or TDC and the costs would therefore be borne by the Milbury Reach Management Company and ultimately the residents. | CH |
| 15/365 | <p><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 15/367 and 15/368 (part II) having due regard to the confidential nature of the business to be transacted.</u></p> <p>Resolved. (It was noted that there was no business to transact under item 15/368.)</p> | |

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| 15/366 | Public Open Session <ul style="list-style-type: none">Recently, there had been a talk in church about dementia and it was suggested that Mrs Faith Wood was approached for further information as she had organised the event.Septic tanks were very efficient and only required emptying about once a year. | |
| Part II | | |
| 15/367 | To agree the notes of the Part II meeting held on the 3 August 2015 It was resolved to approve the notes, subject to the removal of Cllr Wood's name from item 15/339. | |
| 15/368 | 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 No update. | |
| The meeting closed at 21:34 Date of next meeting: Monday 7 September 2015 at 19:30 in the Victory Hall | | |

Signed:....Josie Walledge..... Date:.....7 September 2015.....