

Exminster Parish Council Meeting

Minutes

Monday 19 October 2015 at 19:30 in the Victory Hall

Chairman: Josie Walledge

15/455	<p><u>Public open session</u></p> <p>Representatives from Teignbridge Neighbourhood Watch gave a short presentation outlining the work of the local branch and the benefits of DNA property marking kits. It was explained that the marker in each kit was unique, registered on a database, and every police station had the ability to check and identify the markings. The markings from the home kit lasted for at least five years. In areas where the kits were used, the theft rates had dropped significantly. The Neighbourhood Watch team had negotiated a good price with the manufacturers of the kits and the intention was to fund kits for those who were not able to afford them. Any funds given by the Parish Council would be earmarked for use within the Parish.</p> <p>Cllr Madge asked about distribution of the kits and was advised that it could be through the Neighbourhood Watch Co-ordinator or the Parish Council.</p> <p>Cllr Chandler asked about advertising that the kits were being used within the Parish. It was suggested that this could be put on the Parish Council notice board as a deterrent.</p>	
Part I		
15/456	<p><u>Present</u></p> <p>Cllr Peter Chandler (PC), Cllr John Goodey (JG), Cllr Derek Madge (DM), Cllr Chris Maynard (CM), Cllr Richard Morgan (RM), Cllr Josie Walledge (JW), Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Teignbridge District Councillor: John Goodey (JG) Public: 3</p>	
15/457	<p><u>Apologies accepted from</u></p> <p>Cllr Chrissy Hussey (CH) – personal reasons Cllr John Ponsford (JP) – personal reasons Cllr Adrian Wood (AW) – work commitment Cllr Lorne Smyth (LS) – personal reasons</p>	
15/458	<p><u>Declaration of interest on Agenda Items</u></p> <p>None declared.</p>	
15/459	<p><u>Dispensation requests regarding Code of Conduct</u></p> <p>None received.</p>	
15/460	<p><u>To approve the Draft Minutes of the EPC Meeting held on 5 October 2015</u></p> <p>Resolved.</p>	
15/461	<p><u>Chairman's Report</u></p> <p>The Chairman reported that the Litter Pick, organised by the Community Plan Steering Group, that took place on Saturday 17 October had been well attended.</p>	
15/462	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none"> 1. Delegated authority had been used to order a new thermostatic regulator valve for the Public Toilet in the sum of £230 plus VAT. There would be an additional labour charge. 2. Mrs Sarah Whalley, Headteacher of Exminster Primary School, had requested a meeting with representatives from the Council and Exminster Neighbourhood Development Plan Implementation Group (ENGPIG) to discuss the implications of the developments at Sentry's Orchard and Matford on future education facilities in Exminster. 3. Council were reminded that any application to the Elector Fund had to be submitted by 5 February 2016. Up to £4298 was available. 4. A response from Nick Davies, Strategic Place Business Manager for Teignbridge District Council (TDC), regarding Bridge Road had been received, stating that the only requirement was that prior to the first occupation of a dwelling at Matford, the improvement works had commenced. Cllr Goodey confirmed that the works that had already taken place potentially satisfied this requirement. 	<p>HH JW/ CM /JD /IG</p>

Exminster Parish Council Meeting

Minutes

Monday 19 October 2015 at 19:30 in the Victory Hall

	<p>5. A response from Simon Niles, Strategic Planner for Children’s Services, had been received regarding a procurement process for the provider of the school at Matford. His reply stated that there was no need to commence a procurement process within the timescale the Parish Council suggested as it was a relatively short process taking less than 6 months.</p> <p>6. A response was still outstanding from Phil Shears, TDC Deputy CEO, requesting a meeting regarding the Community Artificial Turf Pitch (ATP). Cllr Goodey updated Council that Mr Shears had been extremely busy with other matters at TDC and would be replying to the email as soon as possible. Mr Shears was keen to see the Framework delivered and understood the concerns of the Parish Council. Council were asked whether, in the event of agreement to any meeting being arranged, representatives from the Parish Council should be drawn from the same group of attendees who had previously attended the Stakeholders meeting, to ensure continuity of information. Resolved.</p> <p>7. Acknowledgements to the Parish Council’s letter relating to Education Provision at Matford had been received from the offices of Mr Mel Stride (MP) and Mr Ben Bradshaw (MP). As with item 6, it was agreed if a meeting were arranged, representatives from the Parish Council should be drawn from the same group of attendees who had attended recent meetings with representatives from Devon County Council (DCC) and TDC.</p> <p>8. A letter had been received from a resident of Berrybrook Meadow concerned about the water levels in Berry Brook. The Environment Agency had been contacted and Neal Ricketts responded that the level of the river was not critical and the Environment Agency would not be taking any action this year. It was also noted that a gate, placed across the brook by the land owner to prevent the movement of livestock, could present a flood risk by allowing debris to build up. It was resolved to write to the land owner of the field between Sannerville Way and Crockwells Meadow in order to outline concerns about the gate and overgrowth of vegetation that were impeding the flow of the Brook.</p> <p>9. Delegated authority had been used for a set of keys to be cut for the Emergency Plan Co-ordinator in the sum of £48.96.</p>	JD
15/463	<p><u>To discuss the future of the West Exe Cluster</u></p> <p>Cllr Madge explained that the last meeting of the cluster had been poorly attended. The background to the original formation of the cluster was outlined.</p> <p>The meetings took place 4 times per year and were generally attended by the Chairmen of the Parish Councils and Parish Meetings within the Cluster. The group had been a useful forum. Discussion took place about the merits of getting together with neighbouring parishes, although the time commitment was noted to be an issue. It was suggested that fewer meetings were held. It was noted that there was sufficient funding to keep the meetings going.</p> <p>It was resolved to respond that the forum should continue and to suggest that the meeting frequency should be reviewed.</p>	JD
15/464	<p><u>To consider a request from Teignbridge Neighbourhood Watch for a donation towards the purchase of D.N.A. property marking kits</u></p> <p>Standing Orders were suspended to allow questions to be answered by the Neighbourhood Watch team who were present in the public gallery.</p> <p>Questions were raised as to how the kits would be distributed and the associated administration managed. The representatives suggested that a public meeting could be held by their Team. It was thought that there were around 100-150 households in Exminster that were part of Neighbourhood Watch.</p> <p>It was agreed in principle that the Parish Council wished to support the cause.</p> <p>It was suggested that expressions of interest were invited via an article in Scene Magazine with the Clerk co-ordinating responses.</p> <p>Once expressions of interest had been received the item could be discussed further at the January Parish Council meeting.</p> <p>Standing Orders were reinstated.</p>	DM /JD JD

Exminster Parish Council Meeting Minutes

Monday 19 October 2015 at 19:30 in the Victory Hall

15/465	<u>To confirm Cllr John Ponsford as the Parish Council Footpath Warden</u> Resolved.	
Planning Matters		
15/466	<u>Planning Applications</u>	
/1	15/02849/TPO, Limes Court, Main Road - Prune one Lime tree Cllr Morgan explained the application intended to restore the balance of the tree following pruning on the highway side earlier this year. It was resolved that the council would comment that they would accept the advice of the Arboricultural Officer at TDC.	HH
15/467	<u>Planning Decisions</u> Noted as listed below.	
/1	15/02214/COU, Priests House, Main Road - Change of use from office (Use Class A2) to chiropractic clinic (Use Class D1) including replacement windows and changing bricked up doorway to a false door - GRANTED	
/2	15/02215/LBC, Priests House Main Road - Division of first floor into three rooms, removal of cement pointing and replace with lime, replacement windows and changing bricked up doorway to a false door - GRANTED	
/3	15/02336/COU, Shell House, Dawlish Road – Change of use of former workshop building (use classes B1 and B8) to car repairs (use classes B1 and B2) – GRANTED	
Other Planning Matters		
15/468	<u>15/00043/REF, Westfield Cacti - Appeal against refusal of planning permission no 14/00686/CLDE - Certificate of Lawfulness for existing use of land for stationing of two caravans (marked A & B on site location plan) and one dwelling (marked C on site location plan)</u> Council resolved that there were no further comments to add to those already submitted regarding this planning appeal	
15/469	<u>To discuss the monitoring of Sentrys Farm planning conditions</u> The Chairman explained that there had been a number of complaints from Sentry's Orchard residents following the commencement of work on the development. The main cause of concern was heavy plant accessing the field through Sentry's Orchard, and the working hours of builders who had been arriving earlier than permitted by planning conditions. An alternative route into the field had now been made from the A379, alleviating the need for heavy plant to access through Sentrys Orchard. A TDC planning enforcement officer has visited the site on several occasions regarding correct working hours which now appear to be complied with. It was agreed to keep this item as a standing item on the second Parish Council agenda of the month for updates and monitoring.	JD
Community Plan		
15/470	<u>Community Plan Projects</u>	
/1	To consider a request from Exminster Primary School to pre book the use of the MUGA in Deepway Green, two afternoons a week Cllrs Maynard and Walledge had met with Sarah Walley, Head teacher at Exminster Community Primary School who has requested use of the MUGA between 13:30 and 15:00 on two afternoons per week during term time. A vote took place on the proposal and it was resolved, with one abstention, to agree the booking. The Clerk would confirm the arrangements with the Headteacher and information placed on the notice board at the MUGA accordingly.	JD/ HH

Exminster Parish Council Meeting

Minutes

Monday 19 October 2015 at 19:30 in the Victory Hall

/2	<p>To further consider the options regarding litter disposal at Deepway Green</p> <ol style="list-style-type: none"> 1. Steve Ward from Public Open Space had offered a commercial alternative to TDC's quotation to empty the litter bins on Deepway Green. The Clerk had circulated a comparison between the two quotations. Cllr Morgan enquired whether Public Open Space had a waste disposal licence. It was agreed to seek confirmation of this. It was resolved to accept the quotation from Public Open Space in the sum of £1560 plus VAT per annum for emptying 4 bins on a seasonal basis, subject to the aforementioned caveat regarding a waste disposal licence. 2. The siting of bins was discussed and it was agreed that a bin was required between the grind benches on the skate park (subject to safety considerations). The Clerks were given authority to choose suitable bins. Cllr Madge asked whether Public Open Space also emptied dog bins. The Clerk had investigated the possibility, but found that the company that they used only dealt with larger authorities such as TDC or DCC. 3. There were still issues with the timing on the floodlights at Deepway Green. The electricians had suggested that a light sensor was added to the unit at a cost of £81. It was resolved to approve the expenditure. Cllr Madge offered to meet with the electricians on site, if required. 	JD JD JD
/3	<p>To authorise the maximum spend of £175.00 plus VAT and delivery to replace the broken dog waste bin in Spurfield. Resolved.</p>	JD
15/471	<u>Community Plan Steering Group - update</u>	
Finance Matters		
15/472	<p><u>RFO's report</u></p> <ol style="list-style-type: none"> 1. A direct debit payment during September in the sum of £16.79 for electricity to the Skate Park was noted. 2. The RFO outlined a timeline for the budget and precept setting process over the next 3 months. 3. The balance of the Rougemont Court S106 funds to be used to fund the Community Plan Projects at Deepway Green had now been received from TDC. 	
15/473	<p><u>Accounts for Approval</u> It was resolved to approve payments in the sum of £37,926.21.</p>	HH
15/474	<p><u>Draft accounts for September 2015</u> The accounts for September had been circulated to all Councillors Prior to the meeting.</p>	
/1	<p><u>Budget Comparison Report</u> The RFO addressed questions received prior to the meeting, confirming that the £37,510 shown in the Miscellaneous line was the Eager Way S106 funds received from TDC and that the breakdown of the £10,720 in the grant income line was £4000 Rural Aid Grant from the Skate Park, £1000 grant from Linden Homes for the Skate Park and £5720 from the elector fund towards the Community Plan projects. It was also confirmed that the Viridor Credits Grant funds had been paid directly to the contractors, however advice about how this should be shown in the accounts had been sought and the Viridor Credits grant funds would be shown as income and expenditure in the October Budget Comparison Report. It was resolved to approve the Budget Comparison Report.</p>	
/2	<p><u>Balance Sheet</u> It was resolved to approve the Balance Sheet.</p>	
15/475	<p><u>To review the internal control procedures</u> The RFO explained that the External Auditor had recommended that the procedures were more clearly defined and the procedures had been re-written to take this into account. In addition to the revised procedures circulated, it was suggested that a third point was added in</p>	

Exminster Parish Council Meeting

Minutes

Monday 19 October 2015 at 19:30 in the Victory Hall

	<p>the "Appointment of Councillors as Internal Controllers" section stating that Councillors who were cheque signatories were not eligible to be Internal Controllers. It was resolved to approve the updated procedures as outlined above.</p>	HH /JD
15/476	<p><u>To review staff policies and procedures</u></p> <ol style="list-style-type: none"> 1. Statutory Sick Pay (SSP) – The Parish Council had resolved to maintain a policy on Statutory Sick Pay in line with the Society of Local Council Clerks (SLCC) policy. The SLCC policy had not been updated since the Parish Council last reviewed it. It was noted that the SSP rates, and employer recovery of costs had changed, but as the duties were statutory, they would be applied in accordance with HMRC regulations at the current time. 2. Maternity Leave and Pay - The SLCC policy which the Parish Council had agreed to align with, had been updated slightly since the Parish Council last reviewed it and the amended policy had been circulated for information. The SLCC policy stated rates for Statutory Maternity Pay which were amended on an annual basis by the HMRC and the applicable rates would be payable at the time of requirement. <p>It was resolved to continue to maintain the policies in line with the SLCC policies. It was noted that a meeting had been arranged in November with an HR specialist regarding the Parish Council's HR arrangements, to be attended by the Clerk, Deputy Clerk and Chairman.</p>	
Property & Amenities Matters		
15/477	<p><u>To consider the quotes to complete a stability survey on the bank at Minster Park, Reddaway Drive</u></p> <p>Two quotations had been received and circulated to Councillors. The Clerk explained the background to the requirement for the survey and its connection with the Lease between the Parish Council and Exminster Recreational Trust. The recently revised lease had not yet been formally exchanged, and it had been agreed that the findings from any survey would come back to the Council prior to the exchange taking place. Discussion took place regarding the level of scrutiny required from a survey and questions were raised as to whether there may be reasons for the council to revisit their decision to carry out the survey now that the Grasscrete car park had been refused planning permission. It was noted that the vegetation would need to be removed from the bank prior to a survey being carried out. It was resolved to accept the quotation from Ruddlesden Geotechnical Ltd for a desk based survey, coupled with a site inspection, in the sum of £850 plus VAT.</p>	JD
15/478	<p><u>To consider the response from Teignbridge District Council regarding the Council's application for a Deed of Modification on land at Spurfield</u></p> <p>The response from TDC had been circulated to all Councillors. The Clerk explained that the s106 relating to the land at Spurfield needed to be modified to enable the use of part of that land as Allotments. The advice received from TDC indicated that Bovis <i>may</i> need to be party to the modification; further advice would be sought from TDC on this point. It was resolved to request a modification to the s106 agreement to allow the land to be used for allotments but reverting to Public Open Space in the event that the allotments were no longer required.</p>	JD
15/479	<p><u>To discuss the plans for land owned by the Council at Townfield</u></p> <p>Cllr Chandler advised that the Green Spaces group had visited Townfield and were keen to move matters forward regarding the planting of a community orchard. The hedge near the road needed to be laid and there was not sufficient substance to lay it. It had been acknowledged for some time that the Wilderness needed cutting back to ensure healthy growth and Cllr Chandler suggested that a ten year programme of Hazel management needed to be put in place. The wood from the Wilderness could also be used for hedge laying at Townfield. The land at Townfield could house approximately 30 fruit trees costing between £10 and £20 per</p>	

Exminster Parish Council Meeting Minutes

Monday 19 October 2015 at 19:30 in the Victory Hall

	tree. It was suggested that the Elector Fund could be used for this. It was agreed that Mr Fowler, Cllr Chandler and the Clerk would meet to discuss the matter and for suggestions to be brought back to the Parish Council for budget setting	JD/ PC
15/480	<u>Deepway Green – to further discuss the feasibility of siting a Public toilet next to the Deepway Centre</u> Cllr Chandler had attended the Deepway Trust meeting and the Trust had asked for further information regarding the proposed toilet provision. Cllrs Ponsford, Smyth, Chandler and Walledge would meet to discuss options to bring before Council.	JP/ JW/ PC/ LS
15/481	<u>Councillors' Reports – for information only</u> No reports.	
15/482	<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 15/484 (part II) having due regard to the confidential nature of the business to be transacted.</u> Cllr Madge questioned whether it was necessary to discuss the update of the contract in Part II. It was resolved to take the item in Part I.	
15/484	<u>Contracts</u> The Chairman and the Clerk had met with Mr Fowler to discuss the grounds maintenance contract which had been circulated in track and trace format to all Councillors. The Clerk informed the Council of the maintenance figures recently received for Hospital Drive which were missing from the circulated document. These figures included a quote for the cutting back of the epicormic growth on the 24 Lime Trees in Hospital Drive. The Chairman went through the updates to the contract made since last year. Council resolved to approve the changes made to the contract and to add on the extra work now required on the lime trees	JD
15/483	<u>Public Open Session</u> Comments: <ul style="list-style-type: none"> • The dog waste bin had been removed from Hospital drive. • Hospital Drive was expensive to maintain. 	
<p>The meeting closed at 21:40 Date of next meeting: Monday 2 November 2015 at 19:30 in the Victory Hall</p>		

Signed:....Josie Walledge..... Date:....2 November 2015.....