

## Exminster Parish Council Meeting Minutes

Monday 18 January 2016 at 19:30 in the Victory Hall, Exminster

Chairman: Josie Walledge

16/001	<b><u>Public open session</u></b> No comments.	
16/002	<b><u>Present</u></b> Cllr Peter Chandler (PC), Cllr John Goodey (JG), Cllr Derek Madge (DM), Cllr John Ponsford (JP), Cllr Josie Walledge (JW). Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Teignbridge District Councillor: John Goodey (JG) Public: 3	
16/003	<b><u>Apologies accepted from</u></b> Cllr Chris Maynard (CM) – work commitment Cllr Richard Morgan (RM) – work commitment Cllr Adrian Wood (AW) – work commitment Devon County Councillor Alan Connett (AC) – work commitment Teignbridge District Councillor Kevin Lake (KL) - illness	
16/004	<b><u>Declaration of interest on Agenda Items</u></b> None declared.	
16/005	<b><u>Dispensation requests regarding Code of Conduct</u></b> None received.	
16/006	<b><u>To approve the Draft Minutes of the EPC Meeting held on 4 January 2015</u></b> It was resolved to approve the draft minutes.	
16/007	<b><u>Chairman's Report</u></b> There were no matters to report that were not associated with other agenda items.	
16/008	<b><u>Clerk's Report:</u></b> <ol style="list-style-type: none"> <li>1. A nomination to attend the Buckingham Palace Garden Party on 24 May 2016 was sought. It was resolved to nominate Cllr Madge.</li> <li>2. Following several email exchanges with the Society of Local Council Clerks (SLCC) advice line concerning the Small Grant application from St Martins Parish Church, advice had been received that the Parish Council did not have the power to grant any money to "property relating to the affairs of the Church, including the fabric of the building and fixtures and fittings". Therefore, the Grant application would be withdrawn.</li> <li>3. A resident of Townfield had kindly donated £50 toward the purchase of trees for the Community Orchard and thanked the Parish Council for the work that they had done to tidy up the land at Townfield. The Chairman had also received favourable comments from users of the footpath. The Clerk would write and thank the donor. Mr Fowler would also be thanked for his work.</li> <li>4. A meeting with Exeter Creative School was still to be arranged. The school were intending to submit an application in the Free School process this spring, and had the backing of the Ted Wragg Multi Academy Trust. Cllr Goodey stated that the meeting was needed to clarify the Creative School's intentions for the phased opening of the school.</li> <li>5. A meeting with the Exeter Diocesan Board of Education had taken place on 7 January. Members of the Exminster Neighbourhood Development Plan Implementation Group (ENDPIG) were writing a letter to the Regional School Commissioner seeking further confirmation on the consultation arrangements on the Free School application process. The draft letter would be circulated with the next Parish Council meeting agenda for approval by Council, along with a comprehensive report on Community Facilities, including the Lacey Hickey Caley (LHC) report commissioned by the Council.</li> <li>6. Rural Aid grant funds in the sum of £3,333 had been received for fire safety upgrades to</li> </ol>	<p>JD</p> <p>JD</p>

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	<p>the Deepway Centre and the Victory Hall. As the Deepway Trust only claimed £1,260 of their grant allocation of £1,750, the Victory Hall Trust would benefit by receiving a higher amount of the grant to the value of £2,073.</p> <p>7. Approval was sought for the Clerk and Deputy Clerk to attend SLCC Regional Roadshow at Saltash at a cost of £69 each. There was the opportunity for a third representative to attend free of charge. Cllr Madge had expressed an interest in taking up the place. Resolved.</p> <p>8. The Victory Hall Trust had thanked the Council for the First Aid kit which would be wall mounted in the Coffee Shop.</p>	JD
16/009	<p><b><u>To further consider a request from Teignbridge Neighbourhood Watch for a donation towards the purchase of D.N.A. property marking kits</u></b></p> <p>Representatives from Teignbridge Neighbourhood Watch had attended the Parish Council meeting in October to explain the purpose of the kits. An advertisement had been put in the Scene magazine asking for expressions of interests from the public to purchase them, but there had been none.</p> <p>It was resolved to grant £250 to the cause and to ask the group to make a short presentation at the Annual Parish Meeting to raise awareness.</p>	HH/ JD
<b>Planning Matters</b>		
16/010	<b><u>Planning Applications</u></b>	
/1	<p><b>15/03501/MAJ, Land At Matford Home Park South Of A379, Matford - Removal of condition 4 on planning permission 13/02729/MAJ to provide alternative design for access, footways and cycleways</b></p> <p>Cllr Goodey explained that the application was a variation on the outline plans. Consultation had taken place with Devon County Council Highway and bus companies to ensure that the splay to enter and exit the junction was sufficient for larger vehicles and buses, and also to allow alterations to the cycleway so that it joined with the existing path.</p> <p>Initially, the Parish Council agreed to support the application, but questions were raised as to how, when the application mentioned narrowing of the carriageway by 3 metres, the dual carriageway would be maintained. Councillors looked at the plans and it was interpreted that the carriageway was reduced to one lane in each direction. Concern was expressed that this would become a traffic bottleneck.</p> <p>It was resolved to comment on the application that the Parish Council were concerned that the carriageway would be reduced to one lane in each direction at the signalled junction and that there would be a detrimental impact on the traffic flow.</p>	HH
16/011	<b><u>Planning Decisions</u></b>	
	None to report.	
16/012	<b><u>Other Planning Matters</u></b>	
/1	<p><b>To discuss the monitoring of Sentry's Farm planning conditions</b></p> <p>There were no matters to report at this time.</p>	
<b>Finance Matters</b>		
16/013	<b><u>RFO's report</u></b>	
/1	<p><b>Auto Enrolment pensions</b></p> <p>The Deputy Clerk explained that from the staging date of 1 August 2016, the Parish Council was required to provide a pension scheme for automatic enrolment of eligible members of staff. There were various processes to undertake before the staging date, including the selection of a pensions provider and decisions to be made on the level of the Parish Council's contribution as an employer.</p> <p>It was resolved that Independent Financial Advice to assist with setting up the scheme was not required.</p>	

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	It was resolved that the scheme provider would be the National Employment Savings Trust (NEST).	HH
/2	<b>Direct debit payments during November and December</b> Electricity for Skate Park and MUGA <ul style="list-style-type: none"> <li>• £14.01 - 30/11/2015</li> <li>• £14.52 - 28/12/2015</li> </ul>	
16/014	<b><u>Accounts for Approval</u></b> It was resolved to approve payments in the sum of £3980.20.	HH
16/015	<b><u>Draft accounts for December 2015</u></b>	
/1	<b>Budget Comparison Report</b> It was noted that several budget lines were overspent, but that there was justification and authorisation for the overspends. There were no questions on the report. It was resolved to approve the report.	
/2	<b>Balance Sheet</b> There were no questions on the report. It was resolved to approve the report.	
16/016	<b><u>To consider whether the Parish Council wishes to opt out of the Sector Led Body for procurement of audit for smaller local authorities from the 2017/18 financial year</u></b> The RFO's report contained an explanation of the Sector Led Body and Audit Procurement. The default position was that all smaller Local Authorities were opted into the scheme, unless they chose to opt out. If the Parish Council decided to opt out, it would be responsible for making its own arrangements with auditors. It was resolved to remain opted into the Sector Led body for procurement of audit.	
16/017	<b><u>To approve the Budget for 2016/17</u></b> The budget file had been circulated with the paperwork for the meeting and had been amended to take into account the decision to increase the precept by 2%, at the Parish Council meeting on 4 January. It was resolved to approve the budget for 2016/17.	HH
16/018	<b><u>To consider the amended Investment Strategy for 2016/17</u></b> It was agreed to defer this item to the second Parish Council meeting in February.	JD
16/019	<b><u>To consider Internal Audit arrangements</u></b> In February 2015, the Deputy Clerk had researched Internal Auditors and found that most Parishes/Towns of a similar size used either Mr Hinchliffe (the Parish Council's current Internal Auditor) or Mr Abraham. At the time, there was discussion of reviewing the arrangements in June 2015, with a view to moving the Internal Audit away from the Financial Year End, but due to priorities this discussion did not take place. As there would now be little opportunity to move the Internal Audit away from the Financial Year End for this year, it was recommended that Mr Hinchliffe was approached to carry out the audit for the 2015/16 Financial Year. Resolved. The matter should be on the agenda for review in the late summer.	HH JD
<b>Property &amp; Amenities Matters</b>		
16/020	<b><u>To further discuss the management of grass verges in Exminster owned by Devon County Council (DCC)</u></b> The Chairman outlined the situation regarding grass cutting and the options that the Parish Council had considered. A paper showing the potential costs per cut had been circulated. The Clerk explained that the cutting could only be carried out by an approved contractor. It was noted that DCC's cutting policy could change and their Urban Grass Cutting Allocation (paid to the Parish Council if they chose to opt out of the DCC contract) may also change. This would make it difficult to calculate the Parish Council's potential costs in years to come.	

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	<p>Cllr Chandler noted that, near the planter at the northern entrance to the village, there were wild orchids growing which should be protected and it was important to manage the cutting to ensure that their habitat was not destroyed.</p> <p>Cllr Walledge suggested that there should be a plan in place to ensure that the verges and habitat were managed to balance the appearance of the village with the wildlife.</p> <p>It was resolved to continue with the current arrangements that DCC had in place to cut the verges and areas that they owned.</p> <p>Cllr Chandler agreed to meet with Peter Ottley from the RSPB to obtain advice about the wildlife in the verges and to bring the findings back to the second Parish Council meeting in February in order to consider a schedule of cutting requirements for the verges that were currently left uncut.</p>	PC/ JD
16/021	<p><b><u>To consider what, if any, action might be taken against the catering van trading at Reddaway Drive, Exminster</u></b></p> <p>Devon County Councillor Alan Connett had advised the Clerk that formal notice had been given by DCC Highways for the trailer to move as it was causing a traffic obstruction on the Highway. Cllr Connett was grateful to the Parish Council and PC Croft for their information on the matter.</p>	
16/022	<p><b><u>To consider the possible closure of Spurfield House</u></b></p> <p>Spurfield House had provided a home to vulnerable people in the village, alongside employment for a number of years and its closure was disappointing.</p> <p>Cllr Goodey had spoken to Carole Kingman at the Guinness Trust, owners of the property, who confirmed that there were currently no plans for the building. Cllr Goodey suggested that if the property came onto the open market, the Parish Council should discuss its options due to its prominent location within the village.</p> <p>It was agreed that the Guinness Trust were formally contacted expressing concerns about the closure and asking that the Parish Council be kept informed of what was happening to the building and the land around it.</p>	JD
16/023	<p><b><u>To consider plans for improvements to the Deepway Centre</u></b></p> <p>To be deferred until the first meeting in February.</p> <p>It was agreed to agenda "Priorities for expenditure of CIL and the mechanism by which the Parish Council heard and dealt with bids for CIL"</p>	JD
16/024	<p><b><u>Councillors' Reports – for information only</u></b></p> <ol style="list-style-type: none"> <li>1. Cllr Chandler reported             <ol style="list-style-type: none"> <li>a. that he had walked around the village with a Western Power representative to agree on actions regarding cutting back vegetation around power cables. The Western Power representative had noted the cutting back of the Oak trees on Crockwells Meadow. The Clerk and Cllr Chandler would liaise to arrange a meeting with the tree contractor.</li> <li>b. arrangements for a meeting with a wildlife officer to discuss dormice and bats.</li> </ol> </li> <li>2. Cllr Madge reported             <ol style="list-style-type: none"> <li>a. that the Teignbridge District Council (TDC) Christmas Tree collection had blocked off the fire exit from the Victory Hall. Consideration should be given to an alternative venue next year and on one weekend only.</li> <li>b. that the interpretation board for Historical Walks had been fixed, although the contractor would be contacted and asked to return as the work was not satisfactory.</li> </ol> </li> <li>3. Cllr Goodey reported             <ol style="list-style-type: none"> <li>a. that travellers had pitched near Kenbury Woods Recycling plant.</li> <li>b. that DCC were selling the land at the end of Milbury Lane on which there was an unauthorised encampment.</li> </ol> </li> </ol>	JD/ PC

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Minutes**

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16/025	<b><u>Public Open Session</u></b> No comments.	
The meeting closed at 21:00 Date of next meeting: Monday 1 February 2016 at 19:30 in the Victory Hall		

Signed:....Josie Walledge..... Date:....1 February 2016.....