

Exminster Parish Council Meeting (Annual General Meeting)

Minutes

Wednesday 4 May 2016 in the Victory Hall, Exminster

Chairman: Josie Walledge

16/182	Election of Chairman and Declaration of Acceptance of Office Cllr Walledge was elected as Chairman and duly signed the Declaration of Acceptance of Office.	
16/183	Election of Vice Chairman Cllr Maynard was elected as Vice Chairman.	
16/184	Public open session Comments: The grass opposite Exminster Garage at the corner of Glebelands was very long, untidy and needed cutting. There was debris in the guttering along the main road.	JD
16/185	Present Cllr Peter Chandler (PC), Cllr John Goodey (JG), Cllr Derek Madge (DM), Cllr Chris Maynard (CM), Cllr Richard Morgan (RM), Cllr John Ponsford (JP), Cllr Kevin Smith (KS), Cllr Lorne Smyth (LS), Cllr Josie Walledge (JW), Cllr Adrian Wood (AW). Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Devon County Councillor: Alan Connett (AC) Teignbridge District Councillors: John Goodey (JG) Public: 2	
16/186	Apologies accepted from Teignbridge District Councillor Kevin Lake.	
16/187	Declaration of interest on Agenda Items None declared.	
16/188	Dispensation requests regarding Code of Conduct None received.	
16/189	To approve the Draft Minutes of the EPC Meeting held on 18 April 2016 Resolved.	
16/190	To agree to suspend Standing Orders in relation to the prescribed order of items for the Annual General Meeting, in order to consider item 16/191 and 192 below Resolved.	
16/191	To consider the application from Gordon Evans to be co-opted onto Exminster Parish Council The Chairman invited Mr Evans to outline his reasons for wishing to join the Parish Council. A vote was taken and it was resolved to co-opt Mr Evans, who joined the meeting table and signed a declaration of acceptance of office.	
16/192	To consider introducing a Committee structure to Exminster Parish Council Cllr Wood spoke in favour of re-starting a committee structure, making the following points: <ul style="list-style-type: none"> • Committee structures are an efficient way of managing the business of a Parish or Town Council. • The finances of this Council are going to become more complex due to the income and expenditure arising from the Community Infrastructure Levy. The amounts and complexity of money likely to come through this Parish Council would make any large Town Council blanche. The level of scrutiny must increase and this is best done in a Finance and General Purposes Committee. • The Matford Development work to date has been predominantly associated with outline applications which could be dealt with in a broad brush manner at meetings. The full planning applications will be more detailed and will take longer to discuss in public. This was best done by a Planning Committee even though the final decision may rest with the Parish Council. <p>The following points were raised in discussion:</p> <ul style="list-style-type: none"> • Concerns about time commitment for Councillors having to attend several committee 	

Exminster Parish Council Meeting (Annual General Meeting) Minutes

Wednesday 4 May 2016 in the Victory Hall, Exminster

	<p>meetings as well as a Full Parish Council meeting every month. This may lead to issues with quoracy.</p> <ul style="list-style-type: none"> • How would the committees be staffed? • It was likely that the planning workload for the Matford Development would dramatically increase once outline planning permission was granted. This workload would be too heavy for the Implementation Group and would require a planning committee to be reinstated. • There would be benefit in reinstating the Finance Committee on a quarterly basis. • There were still new Councillors who would benefit from the breadth of discussion at Full Parish Council level, to increase understanding of the issues. <p>It was proposed to continue with two full Parish Council meetings per month and to re-consider implementing the committee structure in September. Discussions would also have to take place with staff. Resolved.</p> <p>To agenda a discussion regarding the implementation of a quarterly Finance committee at the next Full Parish Council meeting. Resolved with ten in favour and one against.</p>	JD JD
16/193	<p><u>Review of delegation arrangements to committees, sub-committees, employees and other local authorities</u></p> <ol style="list-style-type: none"> 1. Committees – Delegation arrangements were reviewed as part of the Terms of Reference annual review, traditionally in June each year. 2. Sub Committees – Not applicable. 3. Employees - The Financial Regulations delegated authority to the Clerk or Deputy Clerk to incur expenditure of up to £500 on matters that would put the delivery of Parish Council services at risk (including Health and Safety remedial work) and up to £500 for the implementation of any decision of the Parish Council or its committees where insufficient express authority was already given. The Clerk or Deputy Clerk were also authorised to spend within budgetary limits on stationery (office supplies), cleaning materials, postage, telephones, training and room hire. 4. Local Authorities – Not applicable. 	
16/194	<u>Receipt of nominations to existing committees, advisory committees and working parties</u>	
1/	Neighbourhood Development Plan Implementation Group Cllrs Goodey, Morgan, Smyth and Wood were appointed to the Implementation Group. The Chair and Vice Chair were ex officio members.	
16/195	<u>To appoint Lead Councillors to the following positions</u>	
/1	Planning Cllrs Morgan and Madge	
/2	Finance Cllrs Smyth and Walledge	
/3	Property and Amenities Cllrs Goodey and Smith	
/4	Media and Communications Cllr Madge	
/5	Footpath Warden Cllr Ponsford	
16/196	<u>To Review:</u>	
/1	Exminster Parish Council Standing Orders Amendments were last made to Standing Orders in May 2015. There had been no legislative changes that required amendment within the last year. Standing Orders would be reviewed as required, and no later than May 2017.	
/2	Financial Regulations The regulations had been reviewed in August 2015 and would be reviewed again in August 2016.	

Exminster Parish Council Meeting (Annual General Meeting) Minutes

Wednesday 4 May 2016 in the Victory Hall, Exminster

/3	To appoint two Internal Controllers Cllrs Goodey and Chandler were appointed as Internal Controllers.	
16/197	<u>Review of representation on or work with external bodies and arrangements for reporting back.</u>	
/1	Deepway Centre Trust – 1 Trustee Cllr Chandler was appointed as Deepway Centre Trustee.	
/2	Victory Hall Trust - 3 Trustee nominations Cllrs Smith and Walledge were appointed as Victory Hall Trustees, leaving 1 vacancy. It was agreed to agenda discussion of the vacancy in three months' time.	JD
/3	Affirmation of Feoffees Membership and Parish Council representative Mrs Carole Smith, Mrs Gladys Gush and Mrs Rosemary Sanders were confirmed as members of Feoffees and continued as the Parish Council representatives.	
/4	TALC Representatives – 2 nominations Cllrs Madge and Smith were appointed as TALC representatives. Councillors were reminded that details of the meetings and speakers were circulated to all Councillors and that anyone who was particularly interested in a topic could attend.	
/5	Neighbourhood Watch Co-ordinator Mr John Rice had confirmed that he would be continuing as Neighbourhood Watch Co-ordinator.	
16/198	<u>Review of inventory of land and assets including buildings and office equipment.</u> At the end of the 2015/16 Financial Year, the Parish Council's assets were valued at £1,143,709. The asset register was available for inspection on request to the Deputy Clerk/RFO and was regularly updated to reflect purchase or disposal of assets.	
16/199	<u>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</u> The Parish Council's insurers were Came and Company. Not all of the Parish Council's assets were insured directly by the Parish Council; specifically those leased to the trusts within Exminster. A note was included on their policies indicating the Parish Council as an interested party. A reconciliation between the Assets Register and insurance schedule was available on request to the Deputy Clerk/RFO. The insurance was next due for renewal on 1 October 2016.	
16/200	<u>Review of the Council's and/or employees' memberships of other bodies.</u> The Clerk confirmed the current subscriptions as: Devon Association of Local Councils (DALC) Institute of Cemetery and Crematorium Management National Allotment Society Society of Local Council Clerks Information Commissioner (Data Protection)	
16/201	<u>Review the Council's complaints procedure</u> The Complaints Procedure was last reviewed by the Parish Council in May 2014 to be considered for review again in late 2016.	
16/202	<u>Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.</u> The Freedom of Information document was last amended in September 2013. To be reviewed in late 2016.	
16/203	<u>Review the Council's policy for dealing with the press/media.</u> The Media Relations Policy was last reviewed in March 2014. To be reviewed in early 2017.	
16/204	<u>Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.</u> Parish Council meetings would take place on the first and third Mondays of the month. Councillors were reminded of the Google calendar which noted the dates of all Council meetings and other meetings attended by Councillors. Entries can only be completed by the Clerk and Deputy Clerk but viewed by all Councillors.	
16/205	<u>County Councillor's Report on items other than those on the agenda</u> Devon County Councillor Alan Connett reported:	

Exminster Parish Council Meeting (Annual General Meeting)

Minutes

Wednesday 4 May 2016 in the Victory Hall, Exminster

	<ol style="list-style-type: none"> 1. Resurfacing of the main road through the village centre was in Highways' budget for the current financial year. 2. The Majestic van in Reddaway Drive had been inspected by Highways. There was no action that could be taken until evidence of a breach of legislation was observed by Highways' officers. 3. A new bus-stop had been requested on Main Road near Berrybrook Motors. 4. Traffic arrangements for the big weekend were outlined. There were no proposals for additional parking restrictions on residential streets. 	
16/206	<p><u>District Councillors' Reports on items other than those on the agenda</u> Cllr Goodey reported:</p> <ol style="list-style-type: none"> 1. A dangerous pot-hole in Days Pottles lane had been reported to Highways. 	
16/207	<p><u>Chairman's Report</u> The Chairman reported:</p> <ol style="list-style-type: none"> 1. A member of the public had contacted the Chairman regarding the Majestic Van on Reddaway Drive. 2. The election for a Police Commissioner was taking place tomorrow (Thursday 5 May). 3. It was pleasing to have a full Council. 	
16/208	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none"> 1. Delegated authority in the sum of £137.50 had been required for legal work on the Victory Hall and Deepway Centre papers, due to a misunderstanding requiring a revised quotation. 2. The Clerk reported that she had spoken to the Planning Officer at Teignbridge District Council (TDC) regarding the application for the Grasscrete Car Park on Reddaway Drive. Advice had been received that the Parish Council may like to consider submitting a report to support the application, addressing some of the issues and views that were pivotal to the last application being refused. An extension of time, on request, could be granted to accommodate this. <p>It was agreed that this item was put on the agenda for the Parish Council meeting on 16 May. The cost of commissioning a report could be researched and an extension of time should be sought from TDC.</p>	JD
16/209	<p><u>To consider a report and recommendations from the Exminster Neighbourhood Development Plan Implementation Group on Teignbridge District Council's proposal regarding the Matford Facility (the 'Facility') and Artificial Turf Pitch</u></p> <p>A paper entitled Recommendation and Key Points on Teignbridge District Council's ("TDC") proposal for the Matford Facility had been circulated.</p> <p>Cllr Morgan explained the background to the recommendation that TDC's proposal regarding the Artificial Turf Pitch (ATP) was unattractive, due to the fact that the land take did not meet requirements, and was not in accordance with the South West Exeter Development Framework. It was resolved to state that the TDC proposal was unattractive and to refer TDC back to the South West Exeter Development Framework (p.27) and in particular "<i>...the land take including parking is likely to be approximately 1.5 Hectares</i>".</p> <p>Cllr Wood asked to record thanks to Cllr Morgan for his report.</p> <p>Cllr Wood gave a powerpoint presentation on the recommendation regarding TDC's offer for the Matford Facility.</p> <p>TDC's initial offer was compared with the Parish Council's requirements and found to be deficient in a number of areas. Discussions with the intention of gaining clarity on the figures had taken place with Mark Felgate, on behalf of TDC and Martin Simpson from Lacey, Hickie, Caley at a meeting on 8 April. Thanks were recorded to Implementation Group Community Members Phil Markham, Dianne Smyth, Karl Walker and Helen Hibbins for their assistance in the discussions. Since the meeting papers had been circulated, a revised offer had been made by TDC, following a meeting between Cllrs Goodey, Wood and TDC officers on Thursday 28 April.</p>	

Exminster Parish Council Meeting (Annual General Meeting)

Minutes

Wednesday 4 May 2016 in the Victory Hall, Exminster

	<p>The s.106 contributions had increased from £2.9M to £4.8M, but there were still outstanding issues.</p> <p>A preferred offer had been discussed in general terms with TDC with a number of assumptions attached to it, including increased land being provided by developers, exclusive use of 60 parking spaces plus an Ambulance bay for the Facility, and the removal of the outdoor changing facilities from the Matford Facility (leading to a reduction in the building cost). These Assumptions were open to further negotiation.</p> <p>The consequences of not supporting the offer were explained, it could potentially mean receiving undersized facilities for the whole parish of Exminster. It was important that the Parish Council retained a place at the negotiating table.</p> <p>It was noted that there were financial risks to the Parish Council associated with the development and delivery of the Facility, but at this stage, approval was sought for continuing dialogue with TDC.</p> <p>Cllr Madge noted that this was the first time the Parish Council had been involved in s.106 negotiations.</p> <p>It was proposed to accept the offer from TDC to work in partnership with regard to the Matford Facility to include a GPs surgery, principal community building and indoor sport facilities but, for the avoidance of doubt, not the outdoor changing facilities required for the Artificial Turf Pitch, subject to the following conditions:</p> <ul style="list-style-type: none"> • Subject to contract • Terms acceptable to Exminster Parish Council (“EPC”) in S.106 Agreements • Developer contributions of £400 per new dwelling in the South West of Exeter development for the GPs Surgery and £2,000 per new dwelling in the South West of Exeter development for the Principal Community Building and the Indoor Sport provision. Obviously, the final number of new dwellings is unknown but a working assumption of 2,000 new dwellings has been used to calculate an estimated contribution of £4.8 million • A land take of 3,850 square metres to be transferred free of charge to EPC under a S.106 agreement • Sixty car and one ambulance parking spaces for the exclusive use of the Matford Facility • Acceptable terms being reached with Bovis for the additional land take of 899 square metres (to make 4,749 in total) • Any library provision in the Matford Facility to be at the sole discretion of EPC • Detailed work being undertaken by EPC to satisfy itself that the capital and revenue funding is acceptable. <p>Resolved.</p> <p>Cllrs Goodey, Morgan and Wood were thanked for their work on the reports and presentation. Cllr Wood raised the question as to who would carry out the detailed work required in the next three to six months.</p> <p>Cllr Goodey noted that he would be attending the Clinical Commissioning Group Board meeting and would be able to confirm the developer contribution per dwelling and their support for the GPs Surgery.</p> <p>An additional Parish Council meeting would be required during the week beginning 23 May to discuss the Parish Council’s response to the Officer’s Report to the TDC Planning Committee.</p>	JD
	<p>Planning Matters</p>	
16/210	<p>Planning Applications</p>	
/1	<p>16/01025/FUL, Lions Rest Eco Park , Station Road - Erection of viewing deck over existing containers which are to be retained</p> <p>Cllr Morgan outlined the changes since the original application. It was noted that there was still no information as to the intended use of the viewing deck.</p> <p>Cllr Chandler suggested that the proposed lighting could affect bats and there were concerns because of the proximity of the structure to the RSPB reserve.</p> <p>It was resolved to object to the application on the grounds of impact to the environment and</p>	

Exminster Parish Council Meeting (Annual General Meeting)

Minutes

Wednesday 4 May 2016 in the Victory Hall, Exminster

	ecology.	HH
/2	<p>16/00950/MAJ, Land South Of Peamore Centre , Alphington - Approval of details for employment development (Use Classes B1(c), B2 & B8) (approval sought for appearance, landscaping, layout and scale)</p> <p>Cllr Morgan reported that outline planning permission had already been granted for the site. Cllr Wood commented that the development was part of the Local Plan. Cllr Chandler had looked at the planting and ecology surrounding the development. The landscaping and ecology plan appeared to be comprehensive.</p> <p>It was resolved to support the application.</p>	HH
/3	<p>16/00605/FUL, Exminster Golf Centre, Exminster Hill - New dwelling including annexe for staff use and basement for storage and workshop</p> <p>Cllr Madge explained that the new building would be built on the overflow car park. It was resolved to comment that as the proposed building was outside the village settlement boundary, the Rural Dwelling Settlement policy should apply (WE9 Rural workers' dwellings).</p>	HH
16/211	<p><u>Planning Decisions</u></p> <p>Noted as listed below:</p>	
/1	<p>16/00409/FUL, Vine Cottage - Two storey rear extension and replacement single storey side extension - GRANTED</p>	
16/212	<p><u>Other Planning Matters</u></p>	
	<p><u>Neighbourhood Development Plan</u></p>	
16/213	<p><u>Notes of the ENDPIG meeting held on 20 April 2016</u></p> <p>Notes from the meeting had been circulated with the Agenda. There were no questions from Councillors.</p>	
	<p><u>Finance Matters</u></p>	
16/214	<p><u>Accounts for Approval</u></p> <p>It was resolved to approve payments in the sum of £312.00.</p>	HH
	<p><u>Property & Amenities Matters</u></p>	
16/215	<p><u>To update the Council on Parish footpaths and consider recommended improvements</u></p> <p>Cllr Ponsford had met with Ros Davies and Jonathan Rowlands, Devon County Council (DCC) Public Rights of Way officers, who suggested that Parish Council apply for a grant from Awards for All for the replacement of stiles and narrow bridges on the footpath near the canal. This would increase the accessibility of the footpath. There would be no cost to the Council, as matched funding was not required and all quotations and organising of work would be carried out by DCC.</p> <p>It was resolved to approve the recommended improvements.</p>	
16/216	<p><u>To consider the legal advice received on the covenant relating to the fence required between land at Spurfield owned by EPC and Spurfield House</u></p> <p>Deferred.</p>	JD
16/217	<p><u>To report on a quote received to provide a proposed new sewer connection to the Deepway Centre</u></p> <p>Deferred.</p>	JD
16/218	<p><u>Councillors Reports</u></p> <ol style="list-style-type: none"> 1. Cllr Chandler reported that the Red Maple tree planting for the Queen's Birthday had been a successful event. 2. Cllr Chandler reported that he had removed two trees that had been planted without permission in Crockwells Meadow. 3. Cllr Ponsford reported an incident of fly tipping on Old Matford Lane. 4. Cllr Maynard reported that a discussion about domain names would be on the agenda of the next meeting and all Councillors should consider what prefix to .gov.uk was appropriate. 	JG

**Exminster Parish Council Meeting (Annual General Meeting)
Minutes**

Wednesday 4 May 2016 in the Victory Hall, Exminster

16/219	<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 item 16/221 (part II) having due regard to the confidential nature of the business to be transacted.</u> Resolved.	
16/220	<u>Public Open Session</u> No comments.	
Part II		
16/221	<u>To discuss the findings of a Surveyor's report on the condition and value of Spurfield House, Exminster and consider the feasibility for acquiring it as a Community asset</u>	
The meeting closed at 21:30 Date of next meeting: Monday 16 May 2016 at 19:30 in the Victory Hall		

Signed:.....Josie Walledge..... Date:.....16/05/2016.....