

Exminster Parish Council Meeting Minutes

Monday 18 July 2016 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Josie Walledge

16/317	<p><u>Public open session</u></p> <p>Comments:</p> <ul style="list-style-type: none"> • Item 16/327 - The first house had now been occupied at the Sentry's Farm development but planning condition 11 regarding the SANGS had not been complied with. • Could the public parking outside Tesco be withdrawn to allow delivery vans to deliver without causing congestion? Cllr Madge noted that the land was privately owned and the Parish Council had no control over the area. 	
Part 1		
16/318	<p><u>Present</u></p> <p>Cllr Peter Chandler (PC), Cllr Gordon Evans (GE), 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 Josie Walledge (JW)</p> <p>Clerk: Mrs Jill Daw (JD)</p> <p>Deputy Clerk: Mrs Helen Hibbins (HH)</p> <p>Teignbridge District Councillors: John Goodey (JG)</p> <p>Public: 5</p>	
16/319	<p><u>Apologies accepted from</u></p> <p>Cllr Lorne Smyth (LS) – Personal reasons</p> <p>Cllr Adrian Wood (AW) – Personal reasons</p>	
16/320	<p><u>Declaration of interest on Agenda Items</u></p> <p>Cllrs Smith and Walledge declared an interest in items regarding the Victory Hall as they were Parish Council representatives on the Victory Hall Trust.</p>	
16/321	<p><u>Dispensation requests regarding Code of Conduct</u></p> <p>None received.</p>	
16/322	<p><u>To approve the Draft Minutes of the EPC Meeting held on 4 July 2016</u></p> <p>Resolved.</p>	
16/323	<p><u>To agree an acting Chairman for an interim period to cover the absence of both the Chairman and Vice-Chairman</u></p> <p>Cllr Goodey agreed to act as Chairman during the absence.</p>	JG
16/324	<p><u>To scope the future workload of the Council and to discuss working arrangements to manage the demand</u></p> <p>Notes from a meeting involving Councillors Ponsford, Smith, Walledge and Wood on 2 June had been circulated to allow Councillors sufficient time to consider the contents. Key points to consider were:</p> <ul style="list-style-type: none"> • How would the ENDPIG group move forward? • How would detailed planning applications for the Matford development be dealt with? • How would the finances be administered? • How would the needs of the new residents of Matford be met? <p>Options were explored including returning to the committee structure, convening ad-hoc committees, implementing working parties or task and finish groups to deal with specific issues and changing the focus of the second Full Parish Council meeting per month, to look at, for example, finances in greater depth. There was concern about quoracy of committee meetings and the time commitment of additional scheduled meetings per month.</p> <p>Employment of external consultants to assist with planning was suggested. It was noted that there was a budget line to support this. However, due to tight timescales, it was unlikely that an external consultant would be able to help with the planning officer's report to the TDC planning committee regarding the Bovis application. Further discussion on this would take place at the Implementation Group meeting.</p> <p>The roles of the staff had changed in scope considerably since they were appointed, and would</p>	

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	<p>continue to change. It was possible that additional administrative support (by employing a third member of staff) could be put in place in the future.</p> <p>Regarding the Matford development, it would be important to tap into Teignbridge District Council's (TDC) expertise and experience regarding procurement and the management of building the Community and Leisure facility and it was possible that a Community Facilitator may be appointed to serve Matford.</p> <p>Due to the increasing workload and population of the Parish, it was asked whether there would be an opportunity to increase the number of Councillors. This had been explored with TDC three years ago, and the population was well under the threshold for an additional Councillor. It was suggested that TDC may be approached again once Matford was populated.</p> <p>A recommendation was made for the Clerk and Deputy Clerk's job roles and specifications to be evaluated by an external agency. The Clerk had received a quotation from South West Councils to undertake the work. Other HR firms had been approached, but had less experience of the sector. The cost was £495 plus VAT and would also give the Council an associate membership to South West Council's services for a year. A proposal to go ahead with the evaluation in the Autumn would be on the agenda for the first August meeting.</p> <p>At the conclusion of the discussion, it was proposed to remain with two full Parish Council meetings per month, removing non-essential items (e.g. Clerk's, Chairman's, District and County Councillors' reports) from the second meeting per month allowing more time to focus on specific topics. These would principally be Finance and General Purpose matters or issues but may include some Property & Amenity matters that required wider debate and scrutiny. Resolved.</p>	JD
Planning Matters		
16/325	<u>Planning Applications</u>	
/1	<p>16/01819/FUL, 11 Exe View, Townfield - Replacement garage and driveway</p> <p>An additional car parking space would be created without a change in access. The replacement garage would have an improved appearance and was in keeping with the Quality of Design Policy in the Neighbourhood Plan.</p> <p>There was concern that the existing roof may contain asbestos.</p> <p>It was resolved to support the application and to highlight to the Teignbridge District Council (TDC) officer that there may be hazardous materials contained in the existing roof (to be demolished).</p>	HH
/2	<p>16/01829/FUL, 31 Jupes Close - Conservatory to rear</p> <p>It was noted that this property was within a flood risk area and that the finished floor level of the conservatory would be lower than the rest of the property, but that the applicants were aware of this risk.</p> <p>It was resolved to support the application.</p>	HH
/3	<p>16/01856/FUL, Field End, Deepway Lane - Two storey side extension including extended balcony</p> <p>The property was in a rural location. The materials to be used in the extension would match the existing property. It was noted that there were no ecological reports associated with the application. It was noted that there was no Community Infrastructure Levy (CIL) paperwork associated with the application.</p> <p>It was resolved to support the application, noting the lack of ecological report and CIL paperwork.</p>	HH
16/326	<u>Planning Decisions</u> Noted as listed below	
/1	16/01104/FUL, 23 Pridhams Way - Two storey side extension - GRANTED	
/2	16/01366/TPO, EXMINSTER - Land at NGR 293873 88276 open space opposite no 9 Miller Way - EXMINSTER – To cut and prune various trees - GRANTED	
/3	16/01168/FUL, 2 Higher Aboveaway - Single storey rear extension - GRANTED	
Other Planning Matters		
16/327	<u>To discuss the monitoring of Sentrays Farm planning conditions</u>	

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	<ol style="list-style-type: none"> 1. Cllr Goodey agreed to report the failure to discharge planning condition 11 prior to the first occupation to TDC officers. [As noted in the public open session]. 2. A boundary issue, causing concern to residents, had been addressed. It had been confirmed that a fence erected some distance from a hedge boundary was temporary and would be moved up to the hedge boundary once the property under construction was finished. 3. It was noted that the planning condition regarding the Sustainable Urban Drainage System (SUDS) had not been discharged. 4. Negotiations between Rent Plus and Bovis were currently on hold. Bovis had opened negotiations with another provider regarding affordable housing/starter homes. 	JG
16/328	<p><u>To allow urgent work on the Matford Facility to continue by instructing Lacey, Hickie, Caley Ltd (LHC) to work on concept design and outline costings to the budget of £4,500 as agreed at the Parish Council meeting on 6 June 2016</u></p> <p>LHC had been advised of the Parish Council's aspirations for the Matford Facility at a meeting on 7 July and had advised that they would be able to work up the design options by mid-August. Cllr Goodey reported that the Bovis planning application would not be brought to the TDC planning committee until September, but that it would be advantageous to have additional information on the proposed Facility as soon as possible.</p> <p>It was resolved to approve the expenditure to work on the concept design and outline costings to the budget of £4,500.</p>	HH
Community Plan		
16/329	<p><u>Community Plan Steering Group update</u></p> <p>Cllr Chandler reported on the Green Spaces Group meeting. Bulb and flower planting was planned in the near future, along with further work on the Community Orchard. Work on the hedge in Crockwells Meadow was planned in the longer term.</p>	
Finance Matters		
16/330	<p><u>RFO's report</u></p> <p>The RFO reported:</p> <ol style="list-style-type: none"> 1. A direct debit payment of £41.77 including VAT for electricity for Deepway Green. 2. Advice had been sought on the fact that the Parish Council were custodian trustees and not the owners of the Deepway Centre and Victory Hall should be reflected in the Assets Register: The properties should continue to be listed as assets but with no value attached to them. 3. Additional information had been requested from External Auditors, Grant Thornton, to support the Annual Return due to the high levels of income and expenditure in the 2015/16 financial year due to the Community Plan Projects. 4. The Internal Control inspection carried out by Cllr Chandler on 11 July had highlighted a small discrepancy in that one cheque stub had not been initialled by both Councillors signing the cheque. 	
16/331	<p><u>Accounts for Approval</u></p> <p>It was resolved to approve payments in the sum of £4,486.51.</p>	HH
16/332	<p><u>Draft accounts for June 2016</u></p>	
/1	<p><u>Budget Comparison Report</u></p> <p>There were no questions on the report. It was resolved to approve the report.</p>	
/2	<p><u>Balance Sheet</u></p> <p>It was asked whether the interest on the Milbury Reach S106 should be reported in the restricted fund balance. It was agreed to ask TDC the question. It was resolved to approve the report.</p>	HH

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16/333	To agree amendments to the following Parish Council policies	
/1	<p>Financial Regulations</p> <p>A tracked changes version of the Financial Regulations had been circulated. The main amendment was the inclusion of an additional authority for the Clerk or Deputy Clerk to spend up to £200 on small maintenance projects (4.7b). It was agreed to remove the first line of 4.7b regarding the Makro and Staples cards and to allow up to £250 expenditure on small maintenance projects within budgetary limits. It was resolved to approve the policy subject to the aforementioned amendments.</p>	JD
/2	<p>Media Relations Policy</p> <p>A tracked changes version of the Media Relations Policy had been circulated. A section on Social Media had been added. The following amendments were suggested:</p> <ul style="list-style-type: none"> • Section 6.1 - remove second g in blog. • Remove the last four words of section 7.13. • For consistency change staff to employees, or vice versa, throughout the document. <p>It was resolved to approve the policy subject to the aforementioned amendments.</p>	JD
/3	<p>Freedom of Information Policy</p> <p>A tracked changes version of the Freedom of Information Policy had been circulated. An introductory section had been added to the document. It was resolved to approve the document.</p>	JD
16/334	<p>To consider potential projects that could be funded through an application to the Elector Fund</p> <p>The Chairman explained that there were grants available to Parishes calculated at £1.10 per elector. The grants were open to other organisations as long as the application was submitted through the Parish Council. It was agreed to put the item on the agenda for the meeting on 1 August to allow Councillors time to consider potential projects.</p>	JD
Property & Amenities Matters		
16/335	<p>To note the response from Foot Anstey Solicitor relating to advice sought by EPC concerning the Freehold Titles on the Victory Hall and Deepway Centre</p> <p>The advice had been circulated and contained some actions that would be required to clarify matters relating to both properties. Standing Orders were suspended to allow the Chairman of the Victory Hall Trust to speak: Mr Richard Pike did not consider that it was worth spending time locating the original conveyance documents for the Victory Hall at this stage. Standing Order were reinstated. Regarding the Deepway Centre, as there was potential to extend the centre, it would be advantageous to find the deeds. It was suggested that a cursory search through the legal documents held by the Parish Council was undertaken to attempt to find the 1931 conveyancing document for the Victory Hall, the deeds for the Deepway Centre and minutes relating to the Deepway Centre from 1991. Cllr Evans agreed to look for the documents with the assistance of the Clerk. Registration of the freeholds for both properties would depend on whether the relevant documents could be located. However, if deeds could be found, then they should be registered.</p>	GE/ JD
16/336	<p>To consider formulating a long-term strategy for community facilities in the Parish</p> <p>A paper from the Victory Hall Trust had been circulated to all Councillors. The Trust sought understanding of the Parish Council's view and vision for the building; whether it believed that it was a community asset worth retaining and investing in. Councillors expressed support for the hall, noting that it was built as a War Memorial, was well located in the village centre and that the Council had an obligation to financially support it. Standing Orders were suspended to allow the Chairman of the Victory Hall Trust to speak:</p>	

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	<p>Mr Richard Pike envisaged negotiations taking place between the Trust and the Parish Council to agree a way forward, and to consider structuring a long term financing plan. The Trust would ensure that the money was well spent. A list of works to the hall had been costed by a Quantity Surveyor totalling approximately £150,000. It was noted that the works were not urgent and it was hoped that savings could be made on the preliminary estimate.</p> <p>Standing Orders were reinstated.</p> <p>It was agreed that consideration needed to be given to both the Deepway Centre and the Victory Hall when applying for funding to ensure a co-ordinated approach.</p> <p>Questions were raised regarding the funding sources available to the Parish Council to support the facilities. It was noted that the S106 funding for the Milbury Reach Development was an appropriate source, as was the precept. CIL funding was less likely to be applicable.</p> <p>Formal documentation would be required to support any agreement made between the Parish Council and the Victory Hall Trust.</p> <p>Councillors Madge and Morgan agreed to meet and discuss options, to be brought back to the Parish Council meeting at the beginning of October.</p> <p>It was agreed to circulate the survey carried out on the Victory hall in and published in January 2013 for information.</p> <p>It was agreed to seek clarification on the spending powers of the Parish Council on a Community Building that was not owned by the Parish Council.</p>	<p>DM/ RM JD HH</p>
16/337	<p><u>To consider a request from the Victory Hall Trust, as per the terms of its lease, to retain the property display board in one of the Victory Hall windows</u></p> <p>The Clerk explained that the Trust were asking retrospective permission to retain the advertising display board. It was noted that the board was providing £1000 income for the Trust per annum. Resolved.</p>	<p>JD</p>
16/338	<p><u>Councillors' Reports – for information only</u></p> <ol style="list-style-type: none"> 1. Cllr Chandler reported that he had been offered a flowering cherry tree which could be planted next to the Red Maple on Reddaway Drive. The item would be on the agenda for discussion at the August meeting. 2. Cllr Ponsford noted that the bank opposite Dairy Close was untidy. The Clerk agreed to contact Devon County Council about this. 3. Cllr Madge would be starting his village assets tour/walk from Devington at 18:30 on Monday 25 July. 4. Cllr Smith reported that he had attended a New Councillors course alongside Cllr Evans, and that he had also booked onto a planning course. 	<p>JD JD All</p>
16/339	<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 item 16/341 (part II) having due regard to the confidential nature of the business to be transacted.</u></p> <p>Resolved.</p>	
16/340	<p><u>Public Open Session</u></p> <p>No comments.</p>	
<p>The meeting closed at 21:42</p> <p>Date of next meeting: Monday 1 August 2016 at 19:30 in the Victory Hall</p>		

Signed:....John Goodey..... Date:....1 August 2016.....