

Exminster Parish Council Meeting Minutes

Monday 5 December at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Derek Madge

16/512	<p><u>Public open session</u> Comments:</p> <ul style="list-style-type: none"> The Parish Councillors, Clerks, Litter Picker, Green Spaces Group and District and County Councillors were thanked for their work for the Parish over the last year. 	
Part 1		
16/513	<p><u>Present</u> Cllr Peter Chandler (PC), Cllr John Goodey (JG), Cllr Derek Madge (DM), Cllr John Ponsford (JP), Cllr Kevin Smith (KS) Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Devon County Councillor: Alan Connett (AC) Teignbridge District Councillors: John Goodey (JG), Kevin Lake (KL) Public: 2</p>	
16/514	<p><u>Apologies accepted from</u> Cllr Gordon Evans (GE) – personal reasons Cllr Chris Maynard (CM) – personal reasons Cllr Lorne Smyth (LS) - illness Cllr Josie Walledge (JW) – illness The Clerk reported that Dr Adrian Wood had resigned from the Parish Council on 22 November. The Chairman asked that a letter of thanks was sent to Dr Wood for his work for the Parish Council.</p>	JD
16/515	<p><u>Declaration of interest on Agenda Items</u> None.</p>	
16/516	<p><u>Dispensation requests regarding Code of Conduct</u> None received.</p>	
16/517	<p><u>To approve the Draft Minutes of the EPC Meeting held on 21 November 2016</u> Resolved.</p>	
16/518	<p><u>County Councillor's Report on items other than those on the agenda</u> Devon County Councillor Alan Connett reported:</p> <ol style="list-style-type: none"> Parking on the pavement near the Swans Nest Roundabout had been addressed by the police attending and issuing advisory notices. Discussion about the Longhouse Community, on land owned by Devon County Council (DCC), continued on Social Media. 	
16/519	<p><u>District Councillors' Reports on items other than those on the agenda</u> No items to report.</p>	
16/520	<p><u>Chairman's Report</u></p> <ol style="list-style-type: none"> Cllr Madge reminded Councillors of a social evening on Monday 12 December. Cllr Chandler was thanked for designing and decorating a tree for the recent Christmas Tree Festival at the Methodist Hall. There had been activity on Social Media regarding two items in particular; the fence erected around Spurfield's property and the Longhouse Community. 	
16/521	<p><u>Clerk's Report</u> The Clerk reported as follows:</p> <ol style="list-style-type: none"> Councillors were reminded to update their Register of Interests if required. Following a road safety audit carried out by DCC, Exminster Primary School had decided to temporarily close the Townfield gate entrance to encourage parents to use the recommended walking route, crossing at the Patrol. The new owners of Spurfield House had erected a 6ft boundary around the property during building work. The boundary bordered the land owned by the Parish Council. The Clerk and Cllr Madge agreed that the boundary appeared to be in the correct place. The 	

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	<p>Parish Council had tried unsuccessfully, to contact the new owners , via the agents Christies, inviting them to meet with representatives of the Parish Council. Cllr Lake was aware who the new owners were and would advise the Parish Council.</p> <p>4. Delegated authority had been used in the sum of £20.00 plus VAT for Fine Memorials to carry out minor maintenance work to a memorial in the Cemetery, under S4.7 of Financial Regulations.</p> <p>5. The second defibrillator had been sited at the Royal Oak. The third defibrillator was on order; to be sited at the Stowey Arms.</p> <p>It was noted that the Scene deadline was Monday 12 December and it would be useful to be able to report that the second defibrillator had been commissioned.</p> <p>6. A resident had complained that the track running from Milbury Lane, adjacent to Sannerville Way had been purposely blocked. DCC had been informed and had arranged to clear it.</p> <p>7. Ros Eastman, Senior Planning Officer at Teignbridge District Council (TDC), had suggested Tuesday 13 December for the briefing on the report to the TDC Planning Committee regarding the Bovis Homes South West Exeter application. It was agreed that the date was acceptable. The meeting would either be held in the Annexe or the Victory Hall. The Clerk would circulate dates for additional meetings to discuss the report prior to the TDC Planning Committee meeting in January, although it was acknowledged that confirmation of the application going before Committee had not yet been received.</p> <p>8. The Neighbourhood Development Plan Annual Report leaflets were due to arrive from the printers this week. They would be delivered to Councillors for onward delivery.</p> <p>9. Complaints had been received from residents regarding an infringement of working hours at the Sentry's Farm development. TDC had been contacted and had responded that they would be monitoring the site over the next few weekends.</p> <p>10. Stagecoach had given notice that from 3 January, they would reduce the frequency of the daytime 2 bus service from every twenty minutes to every half hour. A letter had been received from a resident asking the Parish Council to consider writing to Stagecoach regarding the reduction. It was noted that both the B service and the 2 service would arrive in the village at the same time and it was agreed that this should be highlighted to Stagecoach.</p>	<p>JD</p> <p>HH/ JD</p> <p>JD</p>
16/522	<p><u>To consider setting up a Facebook profile - Exminster Parish Council - to post factual information into the Exminster Online Group and others as appropriate</u> Resolved.</p>	HH
16/523	<p><u>To set the date for the next Annual Parish Meeting and consider the agenda</u> Tuesday 28 March was proposed for the meeting. The Victory Hall was available. Ideas for speakers were requested.</p>	All
16/524	<p><u>To consider the Control of Waiting Amendment Order issued by Devon County Council which affects three locations in Exminster</u> The Order had been briefly discussed at the Parish Council meeting on 21 November. The areas affected were Reddaway Drive at the junction with Miller Way, Reddaway Drive at the junction with Brownlees, and a section of Main Road opposite the junction with Exminster Hill. Concern was expressed that the lines on Main Road would cause vehicles to park on the other side of the road, making it difficult for traffic turning onto Exminster Hill. It was resolved to write in support of the Miller Way and Brownlees proposal and to comment that the lines opposite the junction of Exminster Hill were shortened to Manleigh House including the drop kerb.</p>	HH
Planning Matters		
16/525	<u>Planning Applications – Cllr Smith</u>	
/1	<p><u>16/02990/FUL, Barnfield House, 10 Dawlish Road - Single storey rear extension</u> Cllr Smith explained that the proposed extension appeared to replace an existing extension. The proposed extension would be approximately 3 times larger. The design was in keeping with the</p>	

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	existing property. There was concern that the extension was very close to some large trees, but it was noted that the trees were on a neighbour's property. It was resolved that the Parish Council had no comment on the application but to note that there was insufficient information regarding the trees on the application form.	HH
16/526	<u>Planning Decisions</u> None to report.	
Other Planning Matters		
16/527	<u>To discuss the Screening Opinion request, ref: 16/02527/SO regarding land at the Peamore Centre A379</u> The Clerk had circulated a summary of communications regarding the Screening Opinion request prior to the meeting. Cllr Goodey explained that the improvements to the road network had been altered since the original application and provision had now been made for access to both the north and southbound M5 from a new roundabout. It was agreed that the Parish Council would write to the application to highlight the Open Countryside Policy (EXM2) in the Exminster Neighbourhood Development Plan.	JD
16/528	<u>Appeal ref: 16/00061/REF - 37 Gissons, Appeal against refusal of Planning Permission 16/01989/FUL - Attached dwelling</u> Noted.	
16/529	<u>To consider writing a letter of support to endorse Teignbridge District Council's 'Large sites and Housing Zones Capacity Fund bid', to help provide the capacity for additional personnel to administer the SW Exeter development.</u> It was resolved to write in support of the funding bid as it would be beneficial to the Parish Council to have a point of contact at TDC for the development.	HH
Neighbourhood Development Plan		
16/530	<u>To appoint Cllr Kevin Smith to the Exminster Neighbourhood Development Plan Implementation Group</u> Resolved.	
S106 Working Party		
16/531	<u>Update from the S106 Working Party meeting on 30 November and consideration of the recommendations below (if appropriate), to be funded from the budget approved in minute 16/389/1 EPC meeting 19 October 2016.</u> Cllr Ponsford, the new Chair of the S106 Working Party, updated the Council on the meeting, explaining the clear advice that had been given by the VAT advisor of the direction that the Parish Council should take in building the facility and handing over to a Charitable Trust. It was noted that investigations into Charitable Sporting Trusts was necessary as a next step. 4. To seek further VAT advice from Francis Clark (up to £3000 plus VAT) No further advice required at this stage. 5. To commission a needs analysis report from Richard Grady regarding the Matford Facility (£4735 plus VAT) The Working Party recommended that a needs analysis was required for the entire provision, including the theatre/cinema element that was not included in Richard Grady's original proposal. The Deputy Clerk advised that the additional cost for the analysis on the theatre/cinema provision was £750 plus VAT. Community Infrastructure Levy would fund the report. Resolved in the sum of £5485 plus VAT.	HH
16/532	<u>To review the membership of the S106 Working Party and its Terms of Reference</u> A review was not required at this time. It was noted that there was a vacancy for a Parish Councillor on the Section 106 Working Party.	
Finance Matters		
16/533	<u>Accounts for Approval</u> The RFO noted that delegated authority had been used for the purchase of the laptop computer	

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	and mobile phones, as reported at the Parish Council meeting on 21 November. It was resolved to approve payments in the sum of £15,601.95.	HH
16/534	<p><u>Draft budget figures for 2017/18 for discussion</u></p> <p>A second, simplified version, of the budget figures was presented, excluding ring-fenced and designated funds.</p> <p>The staffing costs budget lines had been amended to reflect recent decisions.</p> <p>In an attempt to balance the budget, the precept had been increased by 2%, but there was still a budget deficit of £1,149.</p> <p>The RFO had written to TDC regarding the housing base as there were already 11 properties occupied on the Sentries Farm Development, and the housing base was only allowing an additional 6 band D equivalent properties for the next financial year.</p> <p>It was noted that the budget did not include funding for the Victory Hall Trust as the resolution passed at the meeting on 21 November was not conclusive.</p> <p>Councillors were invited to contact the RFO by 12 December to make suggestions for the next version of the budget to be brought to the meeting on 3 January.</p>	All
16/535	<p><u>Review of Internal Control Procedures</u></p> <p>The revised and amended document had been circulated prior to the meeting.</p> <p>It was resolved to approve the amended document.</p>	JD
16/536	<p><u>To approve the Reserves Policy for Exminster Parish Council</u></p> <p>The Parish Council did not have a formal reserves policy. The new policy had been drafted by the RFO, taking into account good practice guidance. It should be reviewed on an annual basis alongside the budget.</p> <p>Questions were raised about how the Parish Council should meet any perceived deficit in the reserves as outlined in the policy. The RFO explained that the policy was mainly to justify the level of reserves held, but during the annual review the figures could be revisited and adjusted.</p> <p>It was resolved to approve the Reserves Policy.</p>	JD
16/537	<p><u>It is proposed that the signing rules in the current NatWest Bank Mandate for all Exminster Parish Council accounts are changed in accordance with sections 5 and 6 of the Bank Mandate Form, and the current Mandate continue as amended</u></p> <p>The amendment was required to remove Dr Wood as a signatory on the bank accounts.</p> <p>Resolved.</p> <p>It was noted that an additional signatory would be required, and this would be addressed once confirmation had been received of the current amendment.</p>	HH
Property & Amenities Matters		
16/538	<p><u>Update on the Deepway Centre</u></p> <p>Cllr Chandler reported on a recent meeting of the Deepway Trust.</p> <p>The water ingress was due to a leak from a stopcock. Some of the sewerage outlets were found to be blocked and air vents had been covered up by storage boxes which had exacerbated a problem with condensation. The septic tank was not performing efficiently due to the use of bleach.</p> <p>Dehumidifiers and false flooring had been installed and users advised of other remedial action necessary.</p> <p>It was noted that the problems would be addressed if the building were connected to mains drainage.</p> <p>The Trust was unaware of any legal documentation other than the lease for the building.</p> <p>It was agreed to agenda the legal position of the ownership of both the Deepway Centre and the Victory Hall in February.</p>	JD
16/539	<p><u>Councillors' Reports – for information only</u></p> <ol style="list-style-type: none"> 1. Cllr Smith reported that he had attended a Devon Community Resilience Forum event. The Risk assessment needed to be updated in line with a Devon Model and the Emergency Plan needed to be amended and publicised. Cllr Smith would arrange a meeting with the Emergency Plan Co-ordinator, Caroline Aird. 	KS

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16/540	<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 16/542 and 16/543 (part II) having due regard to the confidential nature of the business to be transacted.</u> Resolved.	
16/541	<u>Public Open Session</u> No comments.	
Part II		
16/542	<u>To agree the notes of the Part II meeting held on the 21 November 2016</u>	
16/543	<u>Staff Matters</u>	
<p>The meeting closed at 21:30 Date of next meeting: Tuesday 3 January 2017 at 19:30 in the Victory Hall</p>		

Signed:....Josie Walledge..... Date:....3 January 2017.....