

Exminster Parish Council Meeting Minutes

Monday 16 January 2017 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Josie Walledge

17/34	Public open session No comments.	
Part 1		
17/35	Present Cllr Peter Chandler (PC), Cllr Gordon Evans (GE), Cllr John Goodey (JG), Cllr Derek Madge (DM), Cllr Chris Maynard (CM), Cllr John Ponsford (JP), Cllr Kevin Smith (KS), Cllr Lorne Smyth (LS), Cllr Josie Walledge (JW). Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Teignbridge District Councillors: John Goodey (JG) Public: 3	
17/36	Apologies accepted from Devon County Councillor Alan Connett.	
17/37	Declaration of interest on Agenda Items Cllrs Smith and Walledge declared an interest in item 17/54 regarding the Victory Hall, as Parish Council appointed Victory Hall Trustees.	
17/38	Dispensation requests regarding Code of Conduct None received.	
17/39	To approve the Draft Minutes of the EPC Meeting held on 3 January 2017 Resolved.	
17/40	To approve the Draft Minutes of the EPC Meeting held on 11 January 2017 Resolved.	
17/41	Clerk's Report <ol style="list-style-type: none"> 1. Damage to defibrillator sited at the Victory Hall – The Police had approached the Parish Council to ask if they would be interested in Restorative Justice, which enables the Parish Council to communicate with the offender (if identified) to explain the impact of their crime. This would not necessarily require the offender to financially pay for their actions. The proposal was supported and it was suggested that the offenders should be made to attend the next defibrillator awareness training session. 2. Annual Parish Meeting (APM) – suggestions for speakers had been received and following discussion it was agreed that a talk on the Nayamba school project by Richard Pike was the favoured option. The APM would be advertised in the next edition of Scene. 3. No election was required following advertising of the Parish Council's latest vacancy which could now be filled by co-option. 4. The 2016 Police Report had been received. PCSO Carl Thomas had replaced PCSO Paul Tucker. This year's reports would be received on a monthly basis. 5. An enquiry had been received from Drysdale solicitors regarding maintenance to Berry Brook - both historical and planned - by the Parish Council and other agencies. A brief and factual response had been sent. 6. Cllr Connett had informed the Parish Council that the s106 money from the development at Sentry's Orchard for primary health care had been invoiced to Bovis Homes on 17 November 2016 in the sum of £29,905.95. TDC were awaiting payment and determining methods of ensuring that the funds were passed to the Westbank Practice via NHS England. Cllr Connett had suggested that the funds were paid directly to the Westbank Practice as the primary healthcare provider in the area. 7. A grant of £2,260 had been awarded to the Parish Council from the Investing in Devon Funds towards the cost of a bus shelter or cycle facilities. As the cycle storage racks were already in hand, the grant would be used towards bus shelters. The grant had to be spent before March 2018. 8. The Neighbourhood Watch Co-ordinator had advised that there had been a number of 	JD

Exminster Parish Council Meeting Minutes

Monday 16 January 2017 at 19:30 in the Victory Hall, Main Road, Exminster

	<p>thefts from vehicles in the village recently. The Community Policing team were also aware of the issue and had offered advice on securing vehicles appropriately.</p> <p>It was resolved to move item to 17/53</p>	
17/53	<p><u>To consider matters relating to the lease with Exminster Recreational Trust (ERT)</u></p> <p>The Clerk briefly outlined the history of the Parish Council's relationship with ERT and the reasons for amending the lease.</p> <p>An amended lease had been agreed in principle but, following information it received, the Parish Council agreed to investigate the stability of the banks before leases were exchanged.</p> <p>Professional, technical inspections had taken place and Councillors had also monitored the banks visually. Ruddlesden Geotechnical had been commissioned to undertake further reports over the coming year.</p> <p>Standing orders were suspended to allow former Chairman, Caroline Aird, to give her recollection of discussions regarding the lease that took place during her time on the Parish Council. One of the points raised at the time was that greater community use of the facility should be allowed by the Trust.</p> <p>It was suggested that an annual review of the lease and property should take place.</p> <p>Standing orders were reinstated.</p> <p>It was agreed that the Clerk would arrange a meeting with ERT to facilitate discussion, inspect the property and hear the Trust's aspirations. Cllrs Smith, Evans, Walledge and the Clerk would attend.</p>	JD
Planning Matters		
17/42	<p><u>Planning Decisions</u></p> <p>None to report.</p>	
Other Planning Matters		
17/43	<p><u>To consider matters relating to the Bovis Homes planning application to be heard at the Planning Committee meeting on 17 January 2017</u></p> <p>The response to the planning application had been agreed at the Parish Council meeting on 11 January.</p> <p>The Chairman had put together a report to be read by the Deputy Clerk at the planning meeting and this was circulated at the meeting for information.</p>	
17/44	<p><u>To discuss the monitoring of Sentrays Farm planning conditions</u></p> <p>Cllr Goodey reported that officers had been attending site regularly to check that the working time conditions were being adhered to.</p> <p>It was agreed that a letter would be written to TDC regarding the S106 contributions for primary health care, to advise that the Parish Council were aware of, and supportive of, TDC ensuring that the funding was received by the Westbank Practice.</p>	JD
Community Plan		
17/45	<p><u>Community Plan Steering Group update</u></p> <p>There was no recent meeting to report on.</p> <p>It was agreed to agenda the formation of a Green Spaces Working Party and agreement of Terms of Reference at a future Parish Council meeting.</p>	JD
Finance Matters		
17/46	<p><u>RFO's report</u></p> <p>Direct Debits payments during November and December were reported:</p> <ul style="list-style-type: none"> • Electricity for Deepway: November £0.30, December £49.62 including VAT • NEST pension scheme contributions: November £5.14, December £4.05 	
17/47	<p><u>Accounts for Approval</u></p> <p>It was resolved to approve payments in the sum of £8348.67.</p>	
17/48	<p><u>Draft accounts for December 2017</u></p>	
/1	<p><u>Budget Comparison Report</u></p>	

Exminster Parish Council Meeting Minutes

Monday 16 January 2017 at 19:30 in the Victory Hall, Main Road, Exminster

	<p>The RFO highlighted and explained the larger items of expenditure on the report. There were no questions. It was resolved to approve the December Budget Comparison Report.</p>	
/2	<p>Balance Sheet It was noted that a line for the Other Assets Sinking Fund needed to be added before the year end in order to vire the £6250 identified in the 2016/17 budget. It was resolved to approve the December balance sheet.</p>	
17/49	<p><u>To set the budget for the 2017/18 financial year</u> This item was considered in conjunction with 17/50. A revised budget expenditure spreadsheet had been circulated with total budget expenditure of £141,543 for the 2017/18 financial year. The figure for non-precept, non-ringfenced income remained at £4930. The balancing figure for precept income required was therefore £136,613. Concern was expressed about the level of funding being put aside for sinking funds. An explanation of the rationale behind sinking funds was given. It was resolved to approve the budgeted expenditure for the current year.</p>	
17/50	<p><u>To set the precept for the 2017/18 financial year</u> A spreadsheet outlining the effect of not increasing the precept this year, increasing the precept by 1%, increasing the precept by 2% and the associated impact on the budget had been circulated. The spreadsheet showed that it would be necessary for the precept per band D equivalent household to be set at £84.42 to ensure that the budget was balanced (representing a 2% increase on the band D equivalent household precept for the 2016/17 financial year). Concern was expressed that other authorities were increasing their contributions towards Council Tax and it was suggested that it would be a gesture not to increase the Parish Council's precept as a small mitigation. It was noted that there was likely to be a small budgetary underspend this year. The RFO explained that carry forwards had not been considered when setting the budget in the past (with a balanced budget agreed each year) and that any underspend had been vired into reserves. It was noted that the Parish Council had sufficient reserves to cover the £2682.49 budget deficit if it was agreed not to increase the precept this year. It was proposed not to increase the precept, thereby holding the precept at £82.76 per band D equivalent household for the 2017/18 financial year. Resolved.</p>	
17/51	<p><u>To consider appointing David Hinchliffe as the Council's internal auditor for the fee of £450</u> The RFO explained that although Mr Hinchliffe had raised his charges this year, it represented good value for money considering the complex and unique nature of the Parish Council's finances. There were no other similar Internal Auditors to compare with, it would be unrealistic to expect a member of the public to undertake the audit free of charge as was possible with smaller Parishes and the only other alternative would be to employ a firm of accountants. It was resolved to appoint David Hinchliffe as Internal Auditor at a cost of £450.</p>	
Property & Amenities Matters		
17/52	<p><u>To consider the parking situation in Reddaway Drive (minute 16/306 4.7.16 refers)</u> The Chairman reminded Councillors of the comments made when the situation was last considered in July 2016. At that time, it was agreed that the item would be revisited in January 2017. It was noted that the addition of double yellow lines on the corner of Farmhouse Rise had helped motorists to park more considerately. There were no realistic alternatives put forward for parking within the village.</p>	
17/54	<p><u>Victory Hall</u></p>	
/1	<p>Update on matters regarding the Victory Hall The Chairman updated Council on the Victory Hall Trust meeting on 9 January:</p> <ul style="list-style-type: none"> • The kitchen water boiler was being replaced, using funds from reserves. Formal 	

Exminster Parish Council Meeting Minutes

Monday 16 January 2017 at 19:30 in the Victory Hall, Main Road, Exminster

	<p>quotations were being sought for replacement of the heating system and these would be brought before the Parish Council when available.</p> <ul style="list-style-type: none"> The Trust was considering the possibility of transferring the Custodian Trusteeship from the Parish Council. <p>No further agenda items were required until the Victory Hall approached the Parish Council with quotations for the heating system.</p>	
/2	<p>To consider a request from the Victory Hall Trust to allow use of the Public toilet when large public events are held in the Hall</p> <p>It was agreed to allow use of the Public Toilet for large events, such as the pantomime. The Victory Hall Trust would be required to ensure that hirers took responsibility for the security and cleaning of the facility.</p>	
/3	<p>To consider a new system for ordering cleaning materials for the Public toilet</p> <p>There were currently issues with storage of the materials and it would be more space efficient to have a combined supply.</p> <p>The RFO would look into possible combined purchasing solutions.</p>	HH
17/55	<p><u>Councillors' Reports – for information only</u></p> <ol style="list-style-type: none"> Cllr Goodey reported that he had met an officer from TDC regarding the cycle path across Gissons playing field. Three options would be put forward and the item would be on a future agenda. Cllr Smith suggested that either TDC or DCC may be approached to draw up professional plans. Cllr Maynard would pass on details of an architectural technician who may be able to assist. 	JD
17/56	<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 items 17/58 (part II) having due regard to the confidential nature of the business to be transacted.</u></p> <p>Resolved.</p>	
17/57	<p><u>Public Open Session</u></p> <p>Comments:</p> <ul style="list-style-type: none"> Was the Community Plan going to be refreshed? Although it was a nice gesture not to increase the precept, the Parish Council needed to consider that the grounds maintenance work was currently completed for a good rate. The Parish Council's approach in monitoring the Sentry's Farm planning conditions was welcomed. It was noted that some of the Milbury Reach planning conditions had still not been enforced. 	
Part II		
17/58	<p><u>To agree the notes of the Part II meeting held on the 3 January 2017</u></p> <p>Resolved.</p>	
<p>The meeting closed at 21:05</p> <p>Date of next meeting: Monday 6 February 2017 at 19:30 in the Victory Hall</p>		

Signed:....Josie Walledge..... Date:...6 February 2017.....