

Exminster Parish Council Meeting Minutes

Monday 6 February 2017 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Josie Walledge

17/59	<p><u>Public open session</u></p> <p>A representative from Exminster History Society spoke about the Exminster Signal Box sign, belonging to the Parish Council and currently stored in the annexe. It was suggested the sign could be put on extended loan to the Railway Museum in Newton Abbot. An alternative suggestion was to display the sign locally, but due to the weight of the sign it would be difficult to mount securely and safely. The matter would be put on a future agenda.</p>	JD
17/60	<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 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), Kevin Lake (KL) Public: 2</p>	
17/61	<p><u>Apologies accepted from</u></p> <p>Devon County Councillor Alan Connett – work commitment</p>	
17/62	<p><u>Declaration of interest on Agenda Items</u></p> <p>Cllr Chandler declared an interest in item 17/74 as a member of the Green Spaces Group and item 17/85 as the Parish Council appointed Deepway Trustee. Cllr Walledge declared an interest in item 17/76 as a payee.</p>	
17/63	<p><u>Dispensation requests regarding Code of Conduct</u></p> <p>None received.</p>	
17/64	<p><u>To approve the Draft Minutes of the EPC Meeting held on 16 January 2017</u></p> <p>Resolved.</p>	
17/65	<p><u>County Councillors Report on items other than those on the agenda</u></p> <p>Devon County Councillor Alan Connett was not present.</p>	
17/66	<p><u>District Councillors Reports on items other than those on the agenda</u></p> <p>Teignbridge District Councillor John Goodey reported:</p> <ol style="list-style-type: none"> 1. He would be willing to represent the Parish Council at the raising of the Commonwealth Flag Ceremony. 2. There was a small strip of land at Courtenay Grange of uncertain ownership. The site manager had been contacted to ask who was responsible for maintaining the land, but there had been no response to date. <p>Teignbridge District Councillor Kevin Lake reported:</p> <ol style="list-style-type: none"> 3. Further to Cllr Goodey's enquiry about the strip of land, a reply had been received from the Planning Officer, just prior to the Parish Council meeting. The Officer would be taking the matter up with the developer in addition to an issue with the maintenance of a Devon Bank. 4. The Planning Department had advised that the developer had been instructed to plant the unmaintained strip of land at Milbury Reach by 12 February. 5. The litter bin under the Motorway bridge – destroyed by fire – had been replaced free of charge by Teignbridge District Council (TDC). 6. The flagstones retaining the bank near Townfield continued to cause problems with drainage on the main road. 	
17/67	<p><u>Chairman's Report</u></p> <p>The Chairman expressed disappointment that the Royal Oak appeared to have closed again.</p>	
17/68	<p><u>Clerk's Report</u></p> <p>The Clerk reported:</p> <ol style="list-style-type: none"> 1. The Police had informed the Parish Council that as there were no further lines of enquiry, 	

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	<p>the investigation regarding criminal damage to the Defibrillator located outside the Victory Hall had been closed.</p> <ol style="list-style-type: none"> 2. It had been noted that the current owners of 52 Crockwells Rd appeared to have built a shed outside their rear boundary on Crockwells Meadow – land owned by the Parish Council – and an attempt had been made to maintain a small section of the meadow as a private area. The property is currently on the market and an email has been sent to the agents to highlight the above and ask that any solicitors involved in the sale were advised of the Parish Council’s interest. The Clerk would take further advice on the matter. 3. A number of dog owners had been seen walking their dogs on Deepway Green. The Dog Warden at TDC had been contacted and confirmed that there were no byelaws associated with Deepway Green. It was agreed that a standard letter should be composed and handed to dog walkers seen on the Green advising that dogs were not allowed on the Green. It was suggested that further “no dogs allowed” signs could be erected on the perimeter of the Green. 4. After extensive but unsuccessful enquiries regarding the replacement of the Public Notice board outside of the Victory Hall, a local contractor had been asked to design one. A quotation for the work was awaited. 5. The Community Plan Steering Group had advised that the Spring litter pick would take place on 22 April. 6. A £2000 grant had been received from Cllr Connett’s County Locality budget - to support local community projects - as a contribution towards a bus shelter near Milbury Reach. The Clerk had spoken to Devon County Council (DCC) Highways who continued to pursue the developer to provide the bus shelter. 7. The Boundary Commission had completed its review of Teignbridge. A recommendation had been made that Exminster will form part of a Kenn Valley Ward; being represented by 3 District Councillors. This would take effect from the 2019 elections. 	<p>JD</p> <p>JD</p> <p>JD</p>
17/69	<p><u>To consider a suggestion to add to the format of the Civic Remembrance Day service</u></p> <p>A resident, Mr Richard Pike, had suggested some ideas to enhance the Remembrance Day Civic Service:</p> <ul style="list-style-type: none"> • Projected display of appropriate photographs, including those of local men lost in the wars • Projection of the Order of Service • A Bugler to play the last post. <p>There were reservations about having photographs of local men, as it would be difficult to source them. It was felt that this may be a longer-term aim, and that it was possible that the History Society may be able to assist.</p> <p>It was suggested that a Bugler would be better placed following the 2 minutes’ silence at the Church service.</p> <p>It was agreed that the idea regarding projection of the Order of Service on the screen was a possibility when a fixed projector and screen had been installed at the Victory Hall.</p> <p>The Clerk would write and thank Mr Pike for his suggestions, reflecting the comments above.</p>	<p>JD</p>
Planning Matters		
Planning Applications		
17/70	<p><u>17/00092/FUL, 6 Glebelands - Single storey rear extension and enlargement of rear dormer</u></p> <p>Cllr Evans presented an application summary. There were no objections listed on the TDC Planning Portal to date. The proposed extension was in keeping with the local area.</p> <p>It was resolved to support the application.</p>	<p>HH</p>
17/71	<p><u>Planning Decisions</u></p> <p>Noted as listed below:</p>	
/1	<p><u>Kenbury Woods Landfill Site: Application for the retention of the integrated waste management facility for the processing, transfer and recycling of waste and production of recycled aggregates, including offices, parking, hardstanding, associated plant and equipment and the extension in</u></p>	

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	time (20 years) and area of the inert landfill – GRANTED	
Other Planning Matters		
17/72	<p><u>To update Council on the results of the Planning Committee meeting held on the 17 January to consider the Bovis planning application</u></p> <p>Cllr Goodey reported on the TDC Planning Committee meeting. The debate on the application lasted nearly two hours and centred on the land on which the secondary school would be built; it was agreed that the land should be retained for a secondary school for 15 years. Discussion took place regarding affordable housing; the overall allocation for the entire development was likely to be approximately 20%. District Heating was currently on hold due to funding constraints. Outline permission was granted and it was Bovis’s ambition that work would start on site at the end of this year.</p> <p>The Deputy Clerk was thanked for attending the meeting and reading the Parish Council’s submission.</p> <p>Representatives from Bovis had thanked the Parish Council for their support for the application.</p>	
17/73	<p><u>Update from the s106 Working Party</u></p> <p>Cllr Ponsford updated the Council on the meeting that took place on Tuesday 31 January. A spreadsheet of draft figures was circulated, illustrating the timeline for receipts of CIL. Copies of the Consult QRD Needs Analysis Report would be made available to all Councillors. Meetings were being set up with Bovis and TDC to discuss land requirements and S106 agreements.</p> <p>A meeting with the Ted Wragg Trust and TDC was being set up to discuss the ATP.</p> <p>The draft notes from the meeting would be circulated to all Councillors.</p>	<p>JD</p> <p>HH</p>
Community Plan		
17/74	<p><u>To agree the formation of the Green Space Working Party and if agreed to approve its Terms of Reference</u></p> <p>The Chairman explained the advantages of the Green Spaces Group becoming a Working Party of the Parish Council.</p> <p>It was proposed that the Working Party would be convened at the Annual Parish Meeting (APM). Resolved.</p> <p>The Chairman had discussed draft Terms of Reference with the Green Spaces Group. There was broad agreement, with the exception of matters associated with membership.</p> <p>It was proposed to change the membership to read: “<i>at least one member of the Council and at least five community members</i>”. Resolved.</p> <p>The Group would be required to authorise expenditure through the Clerks. A decision on a suitable amount per transaction would be agreed and added to Financial Regulations. The expenditure would be incurred from the Asset Maintenance budget.</p> <p>It was suggested that it should be specified that all members and volunteers were required to sign in at events for insurance purposes.</p> <p>A question was raised about the Community Litter pick and whether it would come under the umbrella of the Green Spaces Group. It was unlikely that this would be the case and therefore it should not be included in the Terms of Reference.</p> <p>Cllr Walledge would update the Terms of Reference, discuss them with the Green Spaces Group members and bring them back to the Parish Council for approval at the meeting on 20 February.</p>	<p>JW</p> <p>JD</p>
17/75	<p><u>To consider if the Community Plan should be revisited</u></p> <p>The Community Plan would reach the end of its lifespan later this year.</p> <p>It was agreed to raise the matter at the APM to gauge the appetite for revisiting or updating the Plan.</p>	<p>JD</p>
Finance Matters		
17/76	<p><u>Accounts for Approval</u></p> <p>The Chairman had declared an interest and would not vote on this item.</p> <p>It was resolved to approve payments in the sum of £3795.87.</p>	<p>HH</p>

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17/77	<p><u>To agree the opening of a Community Direct Plus Account with the Co-operative Bank and agree Parish Council signatories</u></p> <p>It was resolved to open the account with Cllrs Madge, Maynard, Smith and Walledge as signatories.</p>	HH
17/78	<p><u>To consider paying the Information Commissioner an annual subscription of £35.00 by Direct Debit</u></p> <p>Resolved.</p>	HH
17/79	<p><u>To consider paying for the Microsoft Office 365 subscription in the sum of £189.60 (for 2017/18) plus VAT per annum by direct debit</u></p> <p>Resolved.</p>	HH
17/80	<p><u>To consider an application from Exminster Recreational Trust for a Community Small Grant in the sum of £500</u></p> <p>The application form and associated accounts had been circulated prior to the meeting. The grant would be used for the purchase of football kit for the new Under 7 and Under 8 teams. Resolved.</p>	JD/ HH
Property & Amenities Matters		
17/81	<p><u>To discuss the Annual Maintenance Inspection of land owned by EPC and consider recommendations in the report</u></p> <p>The Clerk and Mr Fowler had inspected the Parish Council's property and summarised the findings in a report outlining actions that could be taken. Mr Fowler had suggested two items to be added to the grounds maintenance contract when it was reviewed in September:</p> <ul style="list-style-type: none"> • sweeping of leaves on Hospital Drive • cleaning of Parish Council owned signage around the village. <p>The Allotments' sign, belonging to the Parish Council, required replacement. It was resolved that the sign should be replaced at a cost of £100. Unfortunately, there had been incidents of fly tipping in the Wilderness. A letter had been prepared to be distributed to households backing onto the Wilderness highlighting this and asking them to desist. It was suggested that "No fly tipping" signs could be erected at the entrance to the Wilderness and that the incidents could be reported to the Police. Cllr Chandler noted that there was a stretch of Berry Brook in the Wilderness that was silted up and required attention.</p>	JD JD JD JD?
17/82	<p><u>To further consider a new system for ordering cleaning materials for the Public toilet</u></p> <p>A report outlining the annual spend on cleaning products and amount of VAT reclaimed had been circulated. It was explained that the Parish Council had no power to purchase and re-sell the products to the Victory Hall Trust, so it would not be possible to enter into a combined purchasing solution with the Parish Council carrying out the purchasing. It was noted that there would be savings in Parish Council staff time if the products were purchased by the Victory Hall Trust and invoiced to the Parish Council. It was agreed that the Clerk would contact the Victory Hall Trust to advise them and suggest that they purchased the materials, for reimbursement from the Parish Council.</p>	JD
17/83	<p><u>Exminster Parish Cemetery</u></p> <ol style="list-style-type: none"> 1. Review fees for 2017/18 A table of proposed fees had been circulated. The fees had not been increased since April 2014. There was currently approximately £15,000 in the Cemetery Designated Fund. It was resolved not to increase the Cemetery Fees this year. 2. To agree the updates to the Cemetery Regulations 2004 A tracked changes version of the regulations had been circulated. It was resolved to accept the amendments and include some further amendments, including clarity of the legality of levying fines. 3. To approve the Guidance Notes on Practices and Regulations 	

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	<p>It was resolved to approve the Guidance Notes subject to some minor amendments.</p> <p>4. To approve a Deed of assignment of right of burial</p> <p>Resolved, subject to the Transfer of Rights of Burial Fee being added to the form at £40. [In line with the search fee. This would need to be amended on the list of Cemetery Fees].</p>	JD
17/84	<p><u>To update Council on a meeting held with members of Exminster Recreational Trust</u></p> <p>The Clerk and Councillors Smith and Evans had attended the meeting on Monday 30 January. The Trusts accounts were up to date, but it was noted that there were limited funds available for the maintenance of the banks surrounding the pitch. There were no plans to extend the Pavilion. The School were allowed to use the grounds, but there was little demand. There were problems with trespassers on the pitch; particularly dog walkers.</p> <p>A decision on the draft lease was required. One of the proposed changes involved the maintenance of the banks and the area off Reddaway Drive formerly proposed for the Grasscrete car park.</p> <p>A tarmac path had been laid on the perimeter of the pitch and a question was raised whether the Parish Council had been informed about this. The Clerk would investigate.</p> <p>A discussion on the lease would be a Part II item on a future agenda.</p>	JD JD
17/85	<p><u>To update Council on a meeting held with members of Exminster Preschool</u></p> <p>Notes from the meeting had been circulated to all Councillors.</p> <p>The Pre-school were required to provide up to 30 hours of funded care per child from September 2017; double that currently required. This would have an impact on the number of children that pre-school could admit.</p> <p>It was agreed that this was a matter for the Neighbourhood Development Plan Implementation Group to discuss and the item would be added to the agenda for their meeting on 22 February.</p>	HH
17/86	<p><u>To authorise the Clerk to spend up to £1200 on the cleaning and treatment of the MUGA and tennis court</u></p> <p>It was noted that this expenditure had been budgeted for.</p> <p>Resolved.</p>	HH
17/87	<p><u>Councillors' Reports</u></p> <p>No updates.</p>	
17/88	<p><u>Public Open Session</u></p> <p>No comments.</p>	
<p>The meeting closed at 21:33</p> <p>Date of next meeting: Monday 20 February 2017 at 19:30 in the Victory Hall</p>		

Signed:....Josie Walledge..... Date:....20 February 2017.....