

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

Tuesday 2 May 2017 at 19:30 in the Victory Hall, Main Road, Exminster
Chairman: Josie Walledge

17/213	<u>Election of Chairman and Declaration of Acceptance of Office</u> Cllr Walledge was elected as Chairman and signed the Declaration of Acceptance of Office.	
17/214	<u>Election of Vice-Chairman</u> Cllr Madge was elected as Vice Chairman.	
17/215	<u>Public open session</u> No comments.	
17/216	<u>Present</u> Cllr Peter Chandler (PC), Cllr John Goodey (JG), 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) Devon County Councillor: Alan Connett (AC) Teignbridge District Councillor: John Goodey (JG) Public: 1	
17/217	<u>Apologies accepted from</u> Cllr Gordon Evans (GE) – Personal reasons Teignbridge District Councillor Kevin Lake	
17/218	<u>Declaration of interest on Agenda Items</u> None declared.	
17/219	<u>Dispensation requests regarding Code of Conduct</u> None received.	
17/220	<u>To approve the Draft Minutes of the EPC Meeting held on 18 April 2017</u> Resolved.	
17/221	<u>Review of delegation arrangements to Committees, Sub-Committees, employees and other Local Authorities</u> The Parish Council currently has no Committees or Sub-Committees. Three Working Parties are in place: <ul style="list-style-type: none"> • Exminster Neighbourhood Development Plan Working Party (ENDPIG) – No delegated authority. • S106 Working Party – Officers have delegated authority approved by the Parish Council in September 2016. • Green Spaces Working Party – Delegated authority allowing Officers to authorise expenditure of up to £250. Terms of Reference for Working Parties and, if in existence, Committees and Sub-Committees are reviewed annually in June or as required. The Parish Council's 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, room hire and up to £250 on small maintenance projects. There are no delegation arrangements to other Local Authorities.	
17/222	<u>Receipt of nominations to existing committees, advisory committees and working parties</u>	
1/	<u>Exminster Neighbourhood Development Plan Implementation Group</u> Cllrs Goodey, Ponsford, Smith, Smyth and Walledge were appointed to the Implementation Group.	

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2/	S106 Working Party Cllrs Goodey, Ponsford, Smith and Walledge were appointed to the S106 Working Party.	
3/	Green Spaces Working Group, to include nominating the Lead Councillor Cllrs Chandler and Madge were appointed to the Green Spaces Working Party. Cllr Chandler was appointed as the Lead Councillor on the Working Party.	
17/223	<u>To appoint Lead Councillors to the following positions</u>	
/1	Planning Cllrs Smith and Evans	
/2	Finance Cllr Walledge	
/3	Property and Amenities Cllr Goodey	
/4	Media and Communications Cllr Madge	
/5	Footpath Warden Cllr Ponsford	
17/224	<u>To Review:</u>	
/1	To approve amendments to Exminster Parish Council Standing Orders A tracked changes version of Standing Orders had been circulated. The amendments related to a change in procurement legislation. There would be a further amendment due to the introduction of the confirmation of direct debit payments as an agenda item for the AGM. It was resolved to accept the amendments.	JD
/2	Financial Regulations Reviewed annually in July/August. Last reviewed in July 2016.	
/3	To appoint two Internal Controllers Cllrs Goodey and Chandler were appointed as Internal Controllers.	
17/225	<u>Review of representation on or work with external bodies and arrangements for reporting back.</u>	
/1	Deepway Centre Trust – 1 Trustee Cllr Chandler	
/2	Victory Hall Trust - 3 Trustee nominations Cllrs Smith and Walledge One vacancy remained.	
/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 continue as the Parish Council representatives.	
/4	TALC Representatives – 2 nominations Cllrs Madge and Goodey 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 interested in a topic could attend.	
/5	Neighbourhood Watch Co-ordinator To be confirmed by the Clerk at a later date.	JD
17/226	<u>Review of inventory of land and assets including buildings and office equipment.</u> At the end of the 2016/17 Financial Year, the Parish Council's assets were valued at £426,701. It was noted that the Victory Hall and Deepway Centre had been removed from the Assets List during the 2016/17 Financial Year as the Parish Council was the Custodian Trustee of the halls and not the beneficial owner. The asset register is available for inspection on request to the Deputy Clerk/RFO and is regularly updated to reflect purchase or disposal of assets.	

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17/227	<p><u>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</u> The Parish Council's insurers are Came and Company. Not all of the Parish Council's assets are insured directly by the Parish Council; specifically, the Pavilion at St Martin's Football Ground. A note is included in their policies indicating the Parish Council as an interested party. This is also the case for the buildings for which the Parish Council is Custodian Trustee, specifically the Victory Hall and the Deepway Centre. A reconciliation between the Assets Register and insurance schedule is available on request to the Deputy Clerk/RFO. The insurance is next due for renewal on 1 October 2017.</p>	
17/228	<p><u>Review of the Council's and/or employees' memberships of other bodies.</u> The current subscriptions/memberships were confirmed as:</p> <ul style="list-style-type: none"> • Devon Association of Local Councils (DALC) • Institute of Cemetery and Crematorium Management • National Allotment Society • Society of Local Council Clerks • Information Commissioner (Data Protection) • South West Councils 	
17/229	<p><u>Review the Council's complaints procedure</u> The procedure was revised in March 2017.</p>	
17/230	<p><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 reviewed in June 2016.</p>	
17/231	<p><u>Review the Council's policy for dealing with the press/media.</u> The Media Relations policy was reviewed in July 2016.</p>	
17/232	<p><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 notes the dates of all Council meetings and other meetings attended by Councillors. A link to the calendar would be circulated.</p>	HH
17/233	<p><u>Confirmation of Direct Debit Payments</u></p> <ul style="list-style-type: none"> • Utilities Warehouse – electricity for Deepway Green – monthly • NEST – pensions contributions – monthly • Staples UK Ltd – stationery and office equipment - at least quarterly, depending on purchases • Information Commissioner – Data protection subscription – annual • Nat West Bank – service charges associated with Bankline – monthly • Communicate Better – Microsoft Office 365 subscription - annual 	
17/234	<p><u>County Councillor's Report on items other than those on the agenda</u> Devon County Councillor Alan Connett had no matters to report.</p>	
17/235	<p><u>District Councillor's Reports on items other than those on the agenda</u> Teignbridge District Councillor John Goodey had no matters to report.</p>	
17/236	<p><u>Chairman's Report</u> The Chairman reported:</p> <ol style="list-style-type: none"> 1. The large pothole in Reddaway Drive had now been repaired. 	
17/237	<p><u>Clerk's Report</u> The Clerk reported:</p> <ol style="list-style-type: none"> 1. The Rural Aid Grant application would be submitted to Teignbridge District Council (TDC) on behalf of the Victory Hall Trust on Wednesday 3 May. 2. A letter had been received on behalf of the resident of 9 Berrybrook Meadow following discussion at the Parish Council meeting on 18 April regarding a planning application for an 	JD

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	<p>extension to the property. The applicant clarified some of the points raised in the Parish Council's response.</p> <ol style="list-style-type: none"> 3. A further complaint had been received about parking on Reddaway Drive. A full response had been sent and copied to all Councillors for information. 4. Devon County Council had a new contractor for grass cutting – Skanska UK. A quotation has been sought from the new contractor for cutting the areas over and above those required for safety by DCC. Cllr Connett confirmed that the contract was at least three years long. 5. Cllr Madge would be unable to attend the meeting with Waddeton Park regarding Hillcrest. Councillors were invited to come forward if they were able to attend on Friday 9 June. 6. The defibrillator was now installed at the Stowey Arms; awaiting registration with the Ambulance Service. A further defibrillator awareness session would take place in September. (Possibly on the second Monday). <p>Cllr Walledge asked whether there had been any response from TDC regarding the Suitable Alternative Natural Green Space (SANGS) at Sentrays Farm. The Clerk reported that TDC had asked Bovis why they had revised the layout of the SANGS and were awaiting a response.</p>	JD
17/238	<p><u>To discuss the feasibility of locating extra Community Notice Boards in the Village</u></p> <p>It had proved difficult to source a suitable notice board without locks or perspex doors that would be susceptible to damage.</p> <p>It was suggested that the contractor who had made the replacement notice board outside the Victory Hall should be invited to quote to make bespoke notice boards to be sited in the bus shelters at Devington and opposite the Royal Oak.</p> <p>Cllr Madge would measure up the bus shelters so that notice boards of an appropriate size could be requested.</p>	DM /JD
17/239	<p><u>To agree the future siting of the Exminster Signal Box sign</u></p> <p>It was agreed that the sign should not be sited outside due to the risk of it being stolen.</p> <p>It was suggested that the sign could be sited in the window overlooking the Victory Hall patio. The Victory Hall Trust would need to be approached to request permission.</p> <p>Newton Abbot Railway Museum were not interested in housing the sign and the Swindon Railway Museum had been approached. A decision would be made when a response from both parties had been received.</p>	JD
Planning Matters		
17/240	<u>Planning Applications</u>	
/1	<p>To further consider the response to the following planning application: 16/03251/MAJ, EXMINSTER/SHILLINGFORD ST GEORGE - West Exe Park, Alphington - Outline application for employment development (Use Classes B1, B2 and B8) up to 47,112 square metres (gross floor area) together with associated infrastructure including new vehicular access, an internal road layout, car parking, landscaping, services and all other associated development (approval sought for access)</p> <p>The Chairman reported on a meeting that took place on Friday 28 April. Mr Jon Pearson, a Traffic Consultant, had been appointed by Exminster and Kenn and Kennford Parish Councils to provide expert opinion on highways matters associated with the application. Following a site visit, Mr Pearson met with representatives from the Parish Councils and Cllr Connett to discuss his initial thoughts. In a separate session, members of the public - some of whom would be more affected by the foreseeable increase of traffic movements - were invited to present their views.</p> <p>Mr Pearson advised that Highways England were likely to be interested in the impact of non-strategic trips (i.e. journeys that use major trunk roads for local access) on any new Highways infrastructure. The sustainability of the site was discussed in regard to pedestrian, cycle and local transport access. The impact of the development on rural roads was a major concern, in particular, Days Pottles Lane and Little Silver, Main Road in Exminster, Kenn Lane and the main road through</p>	

Exminster Parish Council Meeting Annual General Meeting Minutes

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	<p>Kennford. Mr Pearson recommended that Councillors and members of the public consider mitigating measures in the eventuality that planning permission was granted.</p> <p>Mr Pearson would prepare a report to be included alongside Exminster Parish Council's other comments on drainage, availability of existing industrial space nearby and details of the grade of agricultural land on which the development was proposed.</p> <p>Mr Pearson's draft report would be available to the Working Party of Cllrs Chandler, Evans, Goodey and Smith in time for the full report to be prepared for the Parish Council meeting on 5 June.</p> <p>It was resolved that the draft minutes of this item could be publicised for the information of interested parties.</p>	JD
/2	<p>17/00920/FUL, The Old Police House, Main Road - Single storey side/rear extension</p> <p>Cllr Smith presented a planning application summary explaining the extension.</p> <p>The design was in accordance with the Neighbourhood Plan Quality of Design policy.</p> <p>There were no comments on the TDC planning portal.</p> <p>It was resolved to support the application.</p>	HH
/3	<p>17/00960/REM, San Remo, Dawlish Road - Approval of details for Plot 1 (approval sought for appearance, landscaping, layout and scale)</p> <p>It was agreed to defer this application to the Parish Council meeting on 15 May.</p>	JD
17/241	<p><u>Planning Decisions</u></p> <p>Noted as listed below:</p>	
/1	<p>16/01969/DCC – Kenbury Waste Ltd -Consolidating 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 time (20 years) and area of the inert landfill at Kenbury Wood Landfill Site, Old Dawlish Road, Kennford, Devon, EX6 7XD - GRANTED</p>	
Other Planning Matters		
Matford Development		
17/242	<p><u>To appoint a solicitor to act on behalf of the Parish Council in negotiations regarding s106 agreements for the Matford Development</u></p> <p>The RFO had circulated an anonymised summary of the quotations received.</p> <p>It was resolved to appoint firm B, Browne Jacobson.</p>	HH
Finance Matters		
17/243	<p><u>Accounts for Approval</u></p> <p>It was resolved to approve payments in the sum of £979.75.</p>	HH
17/244	<p><u>Councillors Reports – for information only</u></p> <ol style="list-style-type: none"> 1. Councillors were impressed with the Victory Hall flower beds and wished to formally thank Linda Thorley for her hard work. 2. Cllr Chandler noticed that there was an advertising trailer underneath the Motorway Bridge on Sannerville Way and questioned the legality of it parking there. Cllr Connett would make enquiries with DCC Highways. 3. Cllr Walledge reported further incidents of graffiti in the village at Deepway, underneath the Motorway Bridge and near Devington. Cllr Smyth noted that he had seen similar tags on Topsham Road and believed that the incident was not isolated to Exminster. 4. Cllr Smith reported fly tipping in the layby opposite the BP Garage on Sannerville Way. 5. Cllr Goodey asked councillors to feedback their observations on the TDC website (such as speed of downloads) to TDC. 	JD AC All
17/245	<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 17/247 and 17/248 (part II) having due regard to the confidential nature of the business to be transacted.</u></p> <p>Resolved.</p>	

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17/246	<u>Public Open Session</u> No comments.	
17/247	<u>To agree the notes of the Part II meeting held on the 18 April 2017</u>	
17/248	<u>Tree Contract</u>	
The meeting closed at 21:05 Date of next meeting: Monday 15 May 2017 at 19:30 in the Victory Hall		

Signed:.....Josie Walledge..... Date:....15 May 2017.....