

## Exminster Parish Council Meeting Minutes

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

Chairman: Josie Walledge

17/471	<p><b><u>Public open session</u></b> Comments:</p> <ul style="list-style-type: none"> <li>• Please could Councillors speak up as it was difficult to hear debate due to poor acoustics in the hall.</li> </ul>	
<b>Part 1</b>		
17/472	<p><b><u>Present</u></b> Cllr Peter Chandler (PC), Cllr John Goodey (JG), Cllr Derek Madge (DM), 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: 2</p>	
17/473	<p><b><u>Apologies accepted from</u></b> Cllr John Ponsford (JP) – personal reasons Cllr Chris Maynard (CM) – personal reasons</p>	
17/474	<p><b><u>Declaration of interest on Agenda Items</u></b> Cllr Chandler declared an interest in item 17/488 as a Trustee of the Deepway Centre.</p>	
17/475	<p><b><u>Dispensation requests regarding Code of Conduct</u></b> None received.</p>	
17/476	<p><b><u>To approve the Draft Minutes of the EPC Meeting held on 2 October 2017</u></b> Resolved.</p>	
17/477	<p><b><u>Clerk's Report</u></b></p> <ol style="list-style-type: none"> <li>1. Teignbridge District Council (TDC) had informed the Parish Council that the vacancy created by Cllr Gordon Evans's resignation could be filled by co-option.</li> <li>2. The Police had arrested and charged two males in connection with the recent spate of car break-ins in the village.</li> <li>3. As in previous years, there would only be one Parish Council meeting in December, on Monday 4. Mince Pies and mulled wine would be served.</li> <li>4. A letter had been received from a resident highlighting the danger for cyclists crossing the entrance/exit to the BP garage. Cllr Connett had contacted Devon County Council (DCC) Highways to ask for road markings and to review visibility issues caused by banners and flags.</li> <li>5. Christmas Tree recycling would take place on the weekends of 6 and 13 January 2018. It was suggested that TDC used the bays at the far end of the car park and not the disabled bays. The Clerk would email TDC to ask that the trees were regularly collected.</li> <li>6. Delegated authority used: <ul style="list-style-type: none"> <li>• £20 to book Cllr Smith on a Community Buildings – Modernising Constitutions course</li> <li>• £40 to book the Chairman and RFO on a Developing Effective Working Partnerships course.</li> </ul> </li> <li>7. Planning application 15/01331/MAJ (Westcountry Land – Land of Chudleigh Road, Alphington – part of the South West Exeter (SWE) development) would be determined at the committee meeting on 24 October. The Clerk had asked the planning officer, Ros Eastman, for a response to the comments and questions lodged by the Council in July 2015 relating to developer contributions.</li> <li>8. The Deepway Trust had requested a meeting with 3 Parish Councillors to discuss the costs associated with the development of the Deepway Centre. The Clerk had requested potential meeting dates.</li> </ol>	<p>JD</p> <p>JD</p> <p>PC</p>

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	<p>9. The Methodist Church would hold their annual Christmas Tree Festival on Friday 1 December. In response to an invitation to submit a tree, Cllr Chandler offered to decorate a tree on behalf of the Council.</p> <p>10. The Chairman had requested a new table for the Parish Council office. A suitable replacement had been sourced. It was agreed to dispose of the existing desk.</p>	
17/478	<p><b>Community Plan</b></p> <p><b>1. To consider forming a Community Plan Working Group</b> The Chairman had circulated a report prior to the meeting explaining the history of the Community Plan and outlining steps required to produce a new plan, including a proposed budget. It was proposed that the Community Plan was renewed and a Working Group formed. Resolved.</p> <p><b>2. If agreed, to consider its draft Terms of Reference including the setting of a budget</b> Draft Terms of Reference had been circulated. Amendments to the draft were proposed and accepted. It was resolved to adopt the Terms of Reference including a budget of £4000. Cllr Goodey expressed an interest in being a member of the Working Group. The Chairman and Vice Chairman would be ex-officio members.</p>	JD/ HH
<b>Planning Matters</b>		
17/479	<b>Planning Applications</b>	
/1	<p><b>17/02376/VAR , Marsh Barton To Countess Wear - Removal of condition 5 on planning permission 17/01155/FUL (private electrical supply wire from Exeter Energy Recovery Facility and Countess Wear Waste Water Treatment Works) relating to Himalayan Balsam control</b> TDC's Biodiversity Officer commented on the planning portal that some relaxation of the condition was possible, but that it should not be removed completely. It was resolved that the Parish Council supported the comments of the Biodiversity officer.</p>	HH
/2	<p><b>17/02377/ADV, Tesco, Exminster - One illuminated fascia sign, one illuminated projecting sign, three window vinyls and one non illuminated fascia sign</b> The existing signage for the store would be updated as part of the refurbishment. There were no comments on the planning portal. It was resolved that the Parish Council had no comment to make on the application.</p>	HH
/3	<p><b>17/02097/VAR, 5 Brunel View - Variation of condition 2 on planning permission 17/00805/VAR (Single storey rear extension) to change roof finish to fibreglass, change roof lantern to aluminium and increase height of window</b> The window to be increased in height was located on the north elevation and would not cause overlooking. There were no comments on the planning portal. It was resolved that the Parish Council had no comment to make on the application.</p>	HH
/4	<p><b>17/02396/FUL, 2 Marsh Row Cottages - Single storey side extension</b> The extension would be located in the existing garden and would have partly grey rendered painted walls and partly weather board (of unknown colour) with a concealed flat roof and dark grey UPVC doors and windows. The existing property was constructed from sandstone. There were concerns that the extension was not sympathetic to the original property. It was resolved to object to the application as the design and proposed material finish of the extension was not in keeping with the existing property and therefore not in accordance with the Quality of Design policy in the Neighbourhood Development Plan. Also, the footprint of the extension was considered to be very large in relation to the existing property.</p>	HH
17/480	<p><b>Planning Decisions</b> Noted as listed below:</p>	

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/1	<b>14/03400/MAJ, Land at Matford Home Park, South of A379 – Baker. Outline - mixed use development comprising circa 230 residential dwellings (C3), one single form entry primary school (D1), retail floorspace (A1) together with associated public open space and highway infrastructure (approval sought for access) GRANTED</b>	
/2	<b>16/03251/MAJ, 74 - 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) REFUSED</b>	
/3	<b>17/02293/VAR, 1 River View Terrace - Removal of condition 5 on planning permission 05/00835/FUL to allow conversion of garage to accommodation GRANTED</b>	
/4	<b>17/01877/FUL, 60 Berrybrook Meadow, Exminster - Single/Two Storey Rear Extension and First Floor Window on Side Elevation GRANTED</b>	
<b>Other Planning Matters</b>		
17/481	<b><u>To discuss the monitoring of Sentries Farm planning conditions</u></b> No update.	
17/482	<b><u>Planning Application 16/03251/MAJ, West Exe Park, Alphington</u></b> <b>1. To report back on a meeting of the Peamore working group held on 9th October</b> Confidential notes from the meeting had been circulated. Refer to part II. <b>2. To commission a traffic survey on Days Pottles Lane at a cost of £1,500 + VAT</b> Resolved. The working group recommended that an independent company be engaged to undertake the survey to make the process as transparent as possible. A quotation had been received from a company recommended by Highways Consultant Jon Pearson. It was agreed to ask Mr Pearson his advice on the most appropriate survey method. As this was specialised work, only one quotation had been sourced. It was agreed that if there was a significant change in scope or cost following Mr Pearson’s advice then the matter would need to be reconsidered by Council. [s274A Highways Act 1980]	JD
<b>Neighbourhood Development Plan</b>		
17/483	<b><u>To consider opening discussions with NHS England regarding land at Hillcrest</u></b> At the Exminster Neighbourhood Development Plan Implementation Group (ENGPIG) meeting on 26 September, a report was received on a meeting that had taken place with Mr Peter Leggatt from Devon Partnership NHS trust regarding their intentions for New Leaf and the Land at Hillcrest. The Implementation Group sought the Parish Council’s view on pursuing discussions regarding the land. It was resolved that there was no need to open any formal dialogue with the NHS Trust at this stage. It was suggested that there may be new ideas coming forward from the Community Plan refresh. Discussion of existing projects that may be housed on any land in addition to that already owned by the Parish Council should continue.	
<b>Finance Matters</b>		
17/484	<b><u>RFO’s report</u></b> <b>1. Direct Debit payments during Staples</b> Noted as listed below: Electricity for Deepway - £89.59 NEST pension scheme contributions – £10.78 NatWest Bankline - £3.60 Staples - £58.49 <b>2. External Audit</b>	

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	<p>The Audit for the financial year ended 31 March 2017 had now been concluded by the External Auditors with a clean audit opinion. However, it was noted that the Internal Auditor had answered “Yes” to objective F in relation to petty cash, when the Parish Council did not operate a petty cash system. The correct statement was “Not Covered”. The Parish Council should have ensured that the Internal Auditors report was reviewed, minuted and amended prior to submitting the return.</p> <p>In accordance with legislation, the return has been uploaded to the Parish Council website. Unfortunately, the deadline of 30 September was not met as the return was not received back from the Auditor until 2 October.</p> <p><b>3. Pensions Regulations</b></p> <p>The minimum pension contributions for employers and employees increase on 6 April 2018; to be taken into account during budget setting.</p> <p><b>4. Internal Control</b></p> <p>An inspection took place with Cllr Goodey and the RFO on Monday 16 October. There were no matters to report.</p>	
17/485	<p><b><u>Accounts for Approval</u></b></p> <p>It was resolved to approve payments in the sum of £5845.22</p>	HH
17/486	<p><b><u>Draft accounts for September 2017</u></b></p>	
/1	<p><b><u>Budget Comparison Report</u></b></p> <p>Approved.</p>	
/2	<p><b><u>Balance Sheet</u></b></p> <p>It was resolved to re-designate the West-Exe cluster money to the Bus Shelter fund.</p>	HH
17/487	<p><b><u>To consider convening a working group to work with the RFO on budget/precept setting from November to January</u></b></p> <p>Cllrs Smith and Madge agreed to form a working group with the RFO. The first meeting would take place in the second week in November; to be arranged by email.</p>	HH
17/488	<p><b><u>To consider a Community Small Grant application in the sum of £500 from the Deepway Trust</u></b></p> <p>Cllr Chandler had declared an interest in this item and did not vote.</p> <p>Funds were requested to assist with the costs of upgrading the kitchen.</p> <p>It was resolved to approve the application in the sum of £500.</p> <p>[s133 Local Government Act 1972]</p>	JD/ HH
<b>Property &amp; Amenities Matters</b>		
17/489	<p><b><u>Deepway Centre – update on planned works to the drains</u></b></p> <p>The Clerk reported that the RFO had obtained advice that the tendering process should be followed if there was a possibility that the cost of the project would exceed the tendering threshold of £25,000.</p> <p>An expert had been approached who could advised on the work and suitable companies to approach. Based on the specifications already drawn up, a budget quotation would be sought and subject to cost returned a decision would be made on whether the tendering process was absolutely necessary, or whether quotations could be sought.</p> <p>If the tendering process was necessary, the matter would come back to the Parish Council for further authorisation. Otherwise, the Clerk would proceed with obtaining quotations.</p>	JD
17/490	<p><b><u>To consider the Annual Tree Survey and agree any recommendations</u></b></p> <p>The tree survey had been circulated prior to the meeting.</p> <p>It was resolved to approve the recommendations in the report.</p>	JD
17/491	<p><b><u>Councillors’ Reports – for information only</u></b></p> <ol style="list-style-type: none"> <li>1. Cllr Madge reported on two letters that he had found in the archives: <ol style="list-style-type: none"> <li>a. In 1987 British Rail had loaned Exminster Parish Council the Exminster Signal Box sign.</li> <li>b. Replacement of the bench at the top of Milbury Lane had been authorised. [The bench should be added to the assets list].</li> </ol> </li> </ol>	HH

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	<p>2. The Chairman and Vice Chairman recently attended a Cubs session on citizenship. Thank you letters from the cubs were shared with the Parish Council. A wish-list of new village facilities had been compiled during the visit.</p> <p>3. Cllr Smith had attending a course on Trustee Liability and made some useful contacts. A further course on Modernising Constitutions had been booked.</p>	
17/492	<p><b><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 17/494 to 17/496 (part II) having due regard to the confidential nature of the business to be transacted.</u></b></p> <p>Resolved.</p>	
17/493	<p><b><u>Public Open Session</u></b></p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Regarding a traffic survey for Days Pottles Lane – it should be noted that satnavs often directed drivers along Days Pottles Lane.</li> <li>• Regarding the electronic road sign on Sannerville Way – the sign was still out of order. The Clerk would follow this up with Cllr Alan Connett.</li> </ul>	JD
<b>Part II</b>		
17/494	<b><u>To consider the valuation report for land at Matford</u></b>	
17/495	<b><u>To consider confidential matters discussed at the Peamore Working Group meeting on 9 October regarding planning application 16/03251/MAJ, West Exe Park, Alphington</u></b>	
17/496	<b><u>Staff Matters</u></b>	
<p>The meeting closed at 21:32</p> <p>Date of next meeting: Monday 6 November 2017 at 19:30 in the Victory Hall</p>		

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