

## Exminster Parish Council Meeting Minutes

Tuesday 2 January 2018 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Derek Madge

18/1	<b><u>Public open session</u></b> No comments.	
<b>Part 1</b>		
18/2	<b><u>Present</u></b> Cllr Peter Chandler (PC), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), Cllr John Ponsford (JP), Cllr Kevin Smith (KS). Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Teignbridge District Councillor: Kevin Lake (KL) Public: 6	
18/3	<b><u>Apologies accepted from</u></b> Cllr John Goodey (JG) – personal reasons Cllr Lorne Smyth (LS) – personal reasons Cllr Josie Walledge (JW) – illness Devon County Cllr Alan Connett (AC) The Clerk reported the resignation of Cllr Maynard with effect from 8 December. Teignbridge District Council (TDC) had been informed and a Casual Vacancy notice had been posted on the Parish Council notice board. It was agreed to write and thank Mr Maynard for his service on the Parish Council.	JD
18/4	<b><u>Declaration of interest on Agenda Items</u></b> Cllr Chandler declared an interest in item 18/16 as a payee and item 18/19 as a trustee of the Deepway Centre.	
18/5	<b><u>Dispensation requests regarding Code of Conduct</u></b> None received.	
18/6	<b><u>To approve the Draft Minutes of the EPC Meeting held on 4 December 2017</u></b> Resolved.	
18/7	<b><u>County Councillors Report on items other than those on the agenda</u></b> Devon County Councillor Alan Connett was not present.	
18/8	<b><u>District Councillors Reports on items other than those on the agenda</u></b> Teignbridge District Councillor Kevin Lake reported: <ol style="list-style-type: none"> <li>1. Regarding item 17/558 from the minutes of the meeting on 4 December 2017, it was confirmed that TDC officers intended to prevent mobile traders from trading from the Dryfield Car Park. As the car park was owned by TDC, there was no action that the Parish Council could take against this.</li> <li>2. A litter prevention banner had been ordered for siting at the BP garage; awaiting approval to display from the owners.</li> </ol>	
18/9	<b><u>Chairman's Report</u></b> The Chairman, in her absence, had asked the Vice Chairman to wish all Councillors a Happy New Year and to remind Councillors of the Community Plan Working Party meeting on Saturday 6 January at 10:00 in the Victory Hall. The Vice Chairman thanked the Chairman for organising the Parish Council Christmas social event.	
18/10	<b><u>Clerk's Report</u></b> The Clerk reported: <ol style="list-style-type: none"> <li>1. Delegated Authority in the sum of £20.99 had been used to purchase a replacement transformer for the Christmas Tree lights.</li> <li>2. Urgent (Health and Safety) repairs to the Skatepark were authorised by the Chairman in the sum of £934.34 plus VAT. This exceeded the Delegated Authority limit of £500 plus VAT. Agenda item 18/18 would review the limit.</li> </ol>	

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	<p>3. Delegated Authority of up to £200 plus VAT had been used to instruct an electrician to repair the lighting at the skate park/MUGA.</p> <p>4. A response had been received from Jamie Hewitt, Devon County Council (DCC) Highways Officer regarding the white line running against the dropped kerb near the entrance/exit to Dryfield, suggesting that it may be advisable to extend the double yellow lines around the corner and in front of the dropped kerb to prevent obstruction and improve visibility for motorists at the junction. This would need to be considered as part of a Road Traffic Order; with the next available order being in 2019. It was agreed to contact Cllr Connett to request this.</p> <p>5. A resident had queried the position of the bus shelter at Milbury Reach. It was confirmed that the shelter was on DCC highways land and that road safety would have been considered when approving the siting.</p> <p>6. The Annual Parish Meeting date had been confirmed as 12 March at 19:30 in the Victory Hall. Speakers were being sought; possibly from the Campaign to Protect Rural England or New Leaf.</p> <p>7. TDC had advised that it was intending to compile a register of non-designated heritage assets and had asked for comments on the draft selection criteria. It was agreed that the Parish Council was supportive of the proposal and the Clerk would reply to that effect.</p> <p>8. Residents had enquired about the planning status of the land known as Treetops on Deepway Lane following reports of building taking place. The TDC planning enforcement officer would take up the matter.</p> <p>9. The Parish Council has been invited to put forward a nomination for the Buckingham Palace Garden Party. It was agreed that this would be an agenda item on the next Parish Council meeting, subject to confirmation that the Parish Council were eligible to submit a nomination as Cllr Madge had recently attended one.</p>	<p>JD</p> <p>JD</p> <p>JD</p> <p>JD</p>
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### Planning Matters

18/11	<b><u>Planning Applications</u></b>	
/1	<p><b>JR/DCC/4028/2017, Retrospective application for a generator housed in a container at Kenbury Wood Resource Recovery Facility, Old Dawlish Road, Kennford, EX6 7XD</b></p> <p>Cllr Smith explained that the generator was required as Western Power were unable to confirm a date for the upgrade of the electricity connection to the site. The container appeared to have been carefully located and was not visible from outside the site. Noise reduction measures had been implemented.</p> <p>It was resolved that the Parish Council had no objection to the application.</p> <p>A question was raised as to why the applications from this applicant seemed to be retrospectively. Clerk to investigate</p>	<p>HH</p> <p>JD</p>
/2	<p><b>17/02930/LBC, The Manor, Main Road - Formation/widening of opening to enlarge dining room</b></p> <p>Cllr Smith explained that no external alternations were planned. The purpose of the application was to improve the welfare and access/circulation needs of the residents. It was resolved that the Parish Council had no objection to the application.</p>	<p>HH</p>
18/12	<p><b><u>Planning Decisions</u></b></p> <p>Noted as listed below:</p>	
/1	<p><b>17/02623/FUL, 5 Spurfield Cottages, Main Road - Retention of 2 metre-high front boundary fence for a 12 month period - REFUSED</b></p>	
/2	<p><b>17/02564/VAR, Plot 2 Site of San Remo, Dawlish Road - Variation of condition 4 on planning permission 15/03492/FUL (Demolition of existing dwelling and erection of two dwellings and single garage (one dwelling in outline only- approval sought for means of access)) to move dwelling 300mm to north and increase height by 100mm - GRANTED</b></p>	
/3	<p><b>17/02396/FUL, 2 Marsh Row Cottages - Two-storey side extension – GRANTED</b></p>	

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	It was noted that the revised application had not been received by the Parish Council. TDC had been advised and noted that the application had been erroneously sent to an old email address.	
<b>Other Planning Matters</b>		
18/13	<p><b><u>Planning Application 16/03251/MAJ, West Exe Park, Peamore, Alphington</u></b></p> <ol style="list-style-type: none"> <li>1. Data from the traffic survey on Days Pottles Lane had been received and circulated to members of the Working Group. It was agreed that the Working Group would meet to discuss and analyse the data.</li> <li>2. The appeal against refusal of planning permission had not yet been validated and it was expected that the original application would be resubmitted in a revised format.</li> </ol>	KS/ JW/ PC/ JG
<b>Neighbourhood Development Plan</b>		
18/14	<p><b><u>Update on a meeting held on the 8 December with the owner of Spurfield House</u></b></p> <p>Cllrs Goodey and Ponsford had attended the meeting. The owners were working towards submitting a planning application for an extension to the main building; hopefully by late January, with the intention of having an operational care home within 12 to 18 months. Due to the location of the extension, it would not be possible to link Deepway and the village centre via a footpath through the Spurfield grounds.</p>	
<b>Community Plan Working Party</b>		
18/15	<ol style="list-style-type: none"> <li>1. <b>To accept nominations for Councillor representatives</b> Cllr Churchward was nominated and elected as a Parish Council representative. It was noted that the Chair and Vice Chair were Ex-officio members.</li> <li>2. <b>To accept nominations for Community representatives</b> Karl Walker, Caroline Aird and Pat Blower were nominated and elected as Community representatives.</li> </ol>	JD
<b>Finance Matters</b>		
18/16	<p><b><u>Accounts for Approval</u></b></p> <p>It was resolved to approve payments in the sum of £5464.69.</p>	HH
18/17	<p><b><u>To further consider the budget and precept for 2018/19</u></b></p> <p>An updated budget spreadsheet had been circulated.</p> <p>The precept required, based on the draft budget agreed to date, had been calculated and illustrations of keeping the precept at its current level, or increasing it by 1%, 2% or 3% were presented.</p> <p>It was noted that the cap on local authority salary increases had been removed. It was suggested that the salary figures should be re-calculated to take this into account with a 3% increase.</p> <p>Discussion took place regarding potential additional costs due to the implementation of the General Data Protection Act in May 2018. It was agreed that any costs would remain unknown until after the budget was set, but it was unlikely to be a significant sum.</p> <p>It was agreed to represent the budget at the next meeting including revised salary figures and precept calculations.</p>	HH  JD
18/18	<p><b><u>To consider amending Financial Regulations to give Delegated Authority to the Clerk or RFO in the case of urgent Health and Safety matters</u></b></p> <p>The limit of £500 for urgent Health and Safety matters (Financial Regulation 4.5) was deemed to be too low, based on recent experience regarding repairs to the skate park.</p> <p>It was resolved to increase the limit to £2000 with immediate effect.</p>	JD
<b>Property &amp; Amenities Matters</b>		
18/19	<p><b><u>Deepway Centre</u></b></p> <p>Cllr Chandler left the meeting for the duration of this item, having declared an interest.</p>	

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/1	<p><b><u>Elector Fund application</u></b>  It was resolved that the Elector Fund application would be for the benefit of the Deepway Trust to facilitate an upgrade of the ladies' toilets.  The question regarding whether VAT could be reclaimed on the works by the Parish Council was discussed and it was agreed that the NALC legal topic note regarding VAT and community buildings would be circulated to all Councillors for further discussion at the Parish Council meeting on 15 January.  The Clerk would advise the trust accordingly.</p>	HH  JD
/2	<p><b><u>Update on a meeting held on the 11 December with representatives from the Deepway Trust</u></b>  Cllrs Smith and Ponsford attended the meeting with three representatives of the Deepway Trust.  The Trust were keen to pursue the connection of the building to mains sewage. The Clerk reported on the progress of tendering for the works.  The Trust had spoken to all current user groups to ascertain their requirements of the facility. The Trust needed to ascertain the structure of the building and viability of building onto it and had asked the Parish Council to fund the cost of a survey. It was agreed that this would be eligible for funding by Community Infrastructure Levy (CIL). It was resolved to ask the Trust to source a suitable surveyor and present a quotation to the Parish Council for consideration.  The criteria for obtaining a Community Led Grant was discussed and it was agreed that it was not appropriate in this instance.  The Clerk would advise the Trust accordingly.</p>	JD
18/20	<p><b><u>Update on matters relating to the new lease for Exminster Recreational Trust (ERT)</u></b>  The Clerk had received the Deed of Surrender and the new lease, amended as agreed to exclude the automatic right of renewal on the lease, following recommendation from the Solicitor. The solicitor had written to the Trust to advise them of the amendment.  It was agreed to arrange a meeting with ERT to sign the lease.</p>	JD/ JW/ KS
18/21	<p><b><u>Councillors' Reports</u></b></p> <ol style="list-style-type: none"> <li>1. Cllr Smith reported on a Community Resilience event that he had attended at the Kenn Centre.</li> <li>2. Cllr Smith reported that the Emergency Plan was in the process of being updated and that a proposal on Terms of Reference for a Community Resilience Working Party would be brought before the Council following review by its current Chair.</li> <li>3. Cllr Churchward had agreed to assist Cllr Smith with researching planning applications.</li> </ol>	
18/22	<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 18/23 (part II) having due regard to the confidential nature of the business to be transacted.</u></b>  Resolved.</p>	
18/23	<p><b><u>Public Open Session</u></b>  Comments:</p> <ol style="list-style-type: none"> <li>1. Why was a discussion on Matford taking place in part II?  It was explained that a draft S106 agreement involving TDC, developers and land owners would be discussed and discussion in public may jeopardise the Parish Council's negotiating position.</li> </ol>	
<b>Part II</b>		
18/24	<b><u>Matford Development – contracts</u></b>	
<p>The meeting closed at 21:25  Date of next meeting: Monday 15 January 2018 at 19:30 in the Victory Hall</p>		

Signed:....Josie Walledge..... Date:.....15 January 2018.....