

Exminster Parish Council Meeting Minutes

Monday 5 February 2018 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Josie Walledge

18/52	<p><u>Public open session</u> Comments:</p> <ol style="list-style-type: none"> 1. The appeal against the refusal of the original West Exe Park (Peamore) application was lodged on 9 January, but it had only just appeared on the Teignbridge District Council (TDC) planning portal. Concern was expressed about the short timescale stated for responses to the appeal. 2. The leaflet drop regarding the Peamore application had been well received by residents judging by the number of responses on the TDC planning portal. 3. The street lights between Milbury Reach and the Motorway Bridge were not effectively lighting the road. Cllr Connett agreed to take the matter up with Highways. 	AC
18/53	<p><u>Present</u> Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr John Ponsford (JP), Cllr Kevin Smith (KS), Cllr Josie Walledge (JW). Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Devon County Councillor: Alan Connett (AC) Teignbridge District Councillors: John Goodey (JG), Kevin Lake (KL) Public: 8</p>	
18/54	<p><u>Apologies accepted from</u> Cllr Peter Chandler (PC) – illness Cllr Lorne Smyth (LS) – illness Cllr Derek Madge (DM) – personal reasons</p>	
18/55	<p><u>Declaration of interest on Agenda Items</u> None declared.</p>	
18/56	<p><u>Dispensation requests regarding Code of Conduct</u> None received.</p>	
18/57	<p><u>To approve the Draft Minutes of the EPC Meeting held on 15 January 2018</u> Resolved.</p>	
18/58	<p><u>To consider the application from Charles Nuttall for co-option onto the Parish Council</u> Mr Nuttall was invited to speak to outline his reasons for seeking co-option. It was resolved to co-opt Mr Nuttall onto the Parish Council. A Declaration of Acceptance of Office was signed, and Mr Nuttall was welcomed to the Council.</p>	JD
18/59	<p><u>County Councillors Report on items other than those on the agenda</u> Devon County Councillor Alan Connett congratulated Cllr Nuttall on his co-option and had no further matters to report.</p>	
18/60	<p><u>District Councillors Reports on items other than those on the agenda</u> Teignbridge District Councillor Kevin Lake:</p> <ol style="list-style-type: none"> 1. congratulated Cllr Nuttall on his co-option; 2. reported that he had taken up the issue of the poor lighting on the Main Road, as mentioned in the Public Open Session; 3. continued to address the lack of dropped kerb access to the disabled space on the Dryfield Car Park. This had now been referred to the Portfolio Holder; 4. reported on the successful removal of a fly-tipped sofa; and 5. had undertaken a litter pick near the Motorway Bridge. <p>Teignbridge District Councillor John Goodey had no further items to report.</p>	
18/61	<p><u>Chairman's Report</u> There were no matters to report that would not be addressed elsewhere on the agenda.</p>	

Exminster Parish Council Meeting Minutes

Monday 5 February 2018 at 19:30 in the Victory Hall, Main Road, Exminster

18/62	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none"> 1. The RSPB had taken responsibility for maintenance of the Hedgerow along Reddaway Drive leading to the Motorway Bridge. As set out in the S106 agreement, maintenance would focus on the benefit to wildlife and there was a commitment to keep the edge of the footpath clear of vegetation. 2. A public consultation on the draft Teignbridge Design Guide was underway; closing on Friday 9 March. Cllr Churchward agreed to look at the document. 3. An email had been received from TDC officer, Ms Alexis Marsh, inviting Councillors to a meeting regarding the review of local settlement boundaries as part of the Local Plan refresh. Cllrs Goodey and Aird expressed an interest in attending alongside Implementation Group members. 	SC HH
18/63	<p><u>To accept nominations from Councillors to sit on the Feoffees Trust</u></p> <p>It was resolved to appoint Cllr Madge (in his absence) to sit on the Feoffees Trust.</p>	JD
18/64	<p><u>Community Resilience Working Party (CRWP)</u></p> <p>Draft Terms of Reference had been circulated with the meeting papers. Cllr Smith explained that the Working Party would be responsible for updating and implementing the existing Emergency Plan.</p> <ol style="list-style-type: none"> 1. <u>To approve its Terms of Reference</u> It was clarified that there was no budget requirement for the Working Party. Council resolved to approve the Terms of Reference with the following amendments: <ul style="list-style-type: none"> • Addition of Chair and Vice Chair as Ex-officio members. • Changes to the voting procedure (in line with the Green Spaces Terms of Reference). • Addition of an annual report to residents at the Annual Parish Meeting. 2. <u>To appoint Councillor members to the CRWP</u> It was resolved to appoint Cllr Smith as a Parish Council member. 3. <u>To appoint Community members to the CRWP</u> It was resolved to appoint Mrs Caroline Aird and Mr Jim Tappin as Community members. Further vacancies would be advertised in Scene Magazine and on Facebook. 	JD KS/ HH
Planning Matters		
18/65	<p><u>Planning Applications</u></p>	
1/	<p>17/03039/MAJ, EXMINSTER/SHILLINGFORD ST GEORGE - West Exe Park, Alphington - Outline - 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, internal road layout, car parking, landscaping, services and all other associated development (approval sought for access)</p> <p>To approve the final response to be submitted on the application and agree any further action.</p> <p>Cllr Smith reported progress on the actions arising from the last meeting:</p> <ul style="list-style-type: none"> • Awareness of the re-submitted application had been raised through Facebook, on posters, emails to local organisations and with a leaflet drop to households. • A new Traffic Note had been commissioned from Highways Consultant, Jon Pearson. (It was noted that this had formed part of the Parish Council's objection to the application but that it had not yet appeared on the planning portal). • Peter Finch, Campaign to Protect Rural England (CPRE) representative for the area, had been approached regarding the landscape issues and had submitted an objection to the application that had been re-iterated in the Parish Council's objection. • A report summarising the Parish Council's objections had been submitted on Friday 2 February. All Councillors had been consulted on the content of the report and had the opportunity to comment on the submission. It had been necessary to submit the 	HH

Exminster Parish Council Meeting Minutes

Monday 5 February 2018 at 19:30 in the Victory Hall, Main Road, Exminster

	<p>report prior to this meeting to meet with TDC timescales that the Parish Council were unaware of until after the last meeting. It was resolved to formally approve the report.</p> <p>Next steps were identified:</p> <ul style="list-style-type: none"> • It was proposed to authorise a further three hours work from Jon Pearson to write a rebuttal to the additional traffic report recently submitted by Exeter Estates. Resolved. • It was noted that Kenn Parish Council would contribute to the cost of the rebuttal. • It was proposed to delegate authority to the Peamore Working Group, in conjunction with the Clerks, to compose and approve a letter to be sent to members of the TDC planning committee, summarising the Parish Council's objections and any new information that may become apparent, alongside a copy of the Parish Council's full submission. The letter should include a clear summary of the reasons for refusal. Resolved. • It was proposed to delegate authority to the Peamore Working Group, in conjunction with the Clerks, to agree a suitable script for presentation at the TDC planning committee meeting on 20 February. Resolved. • It was proposed that either Cllr Walledge or Cllr Smith speak on behalf of the Parish Council at the Planning Committee meeting. Resolved. <p>The Clerk explained that the appeal against refusal of the original application would be a formal Public Enquiry. Although the timescales posted on the TDC planning portal were short, it was highly likely that they would be extended due to insufficient notice being given. The Clerk would seek confirmation of this from the Planning Inspectorate.</p> <p>In the event that additional paperwork did have to be submitted by 20 February, it was proposed to delegate authority to the Clerk to send the Parish Council's objection to this application alongside the two transport notes to the Inspector. Resolved.</p>	<p style="text-align: center;">HH</p> <p style="text-align: center;">JD</p>
18/66	<p>Planning Decisions Noted, as listed below:</p>	
1/	<p>17/02643/FUL, The Royal Oak, Main Rd - Retention of two outdoor seating areas and associated works - GRANTED</p>	
2/	<p>18/00015/FUL, 2 Spurfield Cottages, Main Road – Single storey rear extension – GRANTED It was noted that the Parish Council had not received details of this application from TDC It was agreed that in future, the weekly planning application notifications sent by TDC would be forwarded to Cllrs Churchward and Smith for information.</p>	<p style="text-align: center;">JD</p>
<p>Other Planning Matters</p>		
18/67	<p><u>To update Councillors on the Greater Exeter Strategic Plan (GESP) Seminar hosted by the Campaign to Protect Rural England (CPRE) on Friday 19th January</u></p> <p>Cllr Walledge reported on the seminar that she and Cllr Goodey had attended.</p> <ul style="list-style-type: none"> • The speakers had outlined the background to GESP; a co-ordinated development plan across four local authorities. • The focus was predominantly on housing needs; with little mention of the associated infrastructure required. • The GESP would sit higher in the hierarchy than the TDC Local Plan. • All four local authorities involved would need to agree on the content of the GESP and there would be no opportunity for the public to vote on it. Additionally, the timescale for public response to the draft plan was only six weeks. <p>Concern was expressed about the lack of consultation and community engagement. There had been no follow up to the issues consultation that finished in April 2017 and there had been no consultation on any options identified. The next opportunity for the public to contribute would be on the draft plan itself.</p>	

Exminster Parish Council Meeting Minutes

Monday 5 February 2018 at 19:30 in the Victory Hall, Main Road, Exminster

	<p>Questions were raised as to how the Parish Council could influence the process that appeared to be flawed.</p> <p>It was suggested that it was important for the Parish Council to have sound evidence of the local needs of this Parish.</p> <p>It was proposed that the Parish Council write to the GESP Team to:</p> <ul style="list-style-type: none"> • Request an extension to the consultation period on the draft plan from six weeks to at least eight weeks. • Ask for access to the information used to inform the options and the technical detail forming the basis of the policies. <p>Resolved.</p>	JD
Neighbourhood Development Plan		
18/68	<p><u>Notes of the Exminster Neighbourhood Development Plan Implementation Group (ENDPIG) meeting held on 23rd January</u></p> <p>Draft notes from the meeting had been circulated with the meeting papers. There were no questions on the notes.</p> <p>Two recommendations, with associate quotations, were on the agenda for consideration (18/70 and 18/71).</p>	
18/69	<p><u>Matford Development – update</u></p> <p>The Parish Council have received an explanation of the calculations for the provision of land for the community building and associated contributions.</p> <p>Further comments made by the Parish Council on the S106 agreement relating to the surface of the Artificial Turf Pitch and Superfast Broadband provision were not able to be taken into consideration.</p> <p>The Solicitor was awaiting a copy of the draft transfer document.</p>	
18/70	<p><u>To consider a recommendation from ENDPIG to instruct Lacey, Hickie, Caley Ltd (LHC) to carry out initial works to determine the feasibility of a cycle path in the sum of £637.50 (as detailed in the quotation)</u></p> <p>The report would ascertain the feasibility of the provision of a cycle path in liaison with TDC and Devon County Council (DCC).</p> <p>It was resolved to authorise expenditure on the report.</p> <p>The report would be funded by Community Infrastructure Levy (CIL).</p>	HH
18/71	<p><u>To consider a quotation from LHC to prepare a layout plan and specification notes to enable the Parish Council to obtain quotations for the installation of a path across Gissons Field in the sum of £800 plus VAT</u></p> <p>Resolved.</p> <p>The report would be funded by CIL.</p>	HH
Community Plan Working Party		
18/72	<p><u>To update Councillors on a meeting of the Community Plan Working Party (CPWP) held on 3rd February</u></p> <p>Cllr Churchward reported on the second meeting of the CPWP.</p> <ul style="list-style-type: none"> • Discussion had taken place on the questions to appear on the questionnaire. External help was being sought about how to phrase the questions appropriately as it was likely that the survey would be available online as well as on paper. • An issues consultation would take place via a leaflet drop to all households. • A provisional timetable for completion of the plan had been agreed. <p>Formal notes of the meeting would be circulated to Councillors when available.</p>	
18/73 /1 /2	<p><u>To accept nominations for Councillor representatives of the Community Plan Working Party</u></p> <p>It was resolved to appoint Cllr Smith as a Parish Council representative.</p> <p><u>To accept nominations for Community representatives of the Community Plan Working Party</u></p>	

Exminster Parish Council Meeting Minutes

Monday 5 February 2018 at 19:30 in the Victory Hall, Main Road, Exminster

	It was resolved to appoint Mr Peter Constantine, Mrs Sue Hitchcock, Mr David Nappin, Mrs Barbara Simpson and Mrs Miriam Smith as Community members of the CPWP.	
Finance Matters		
18/74	<u>Accounts for Approval</u> It was resolved to approve payments in the sum of £763.49.	HH
18/75	<u>To authorise the following amendments to the bank signatories</u>	
/1	To add Cllrs Aird and Smith as signatories and remove Cllr Maynard as a signatory on <ol style="list-style-type: none"> 4. NatWest Bank accounts: The authorised signatories in the current NatWest mandate, for the accounts detailed in section 2 of the mandate variation form, be changed in accordance with section 5 and 6 and the current mandate will continue as amended. Resolved. 5. Lloyds Bank account: The authorised signatories in the current Lloyds Bank mandate be changed in accordance with the mandate variation form and the current mandate will continue as amended. Resolved. 6. CCLA account: It is confirmed that Cllrs Walledge and Madge, being Chair and Vice Chair of Exminster Parish Council are authorised to confirm that the proposed new signatories are known to the Parish Council and the CCLA will be notified of any subsequent changes to the authorising parties, correspondent and authorised signatories. Resolved. 	HH HH HH
/2	To add Cllr Aird as a signatory and remove Cllr Maynard as a signatory on Unity Trust Bank account: It is confirmed that: <ul style="list-style-type: none"> • The people named within the application form will be authorised signatories on all accounts • That instructions and changes will be given in line with the mandate • That Unity Trust may not make enquiries before acting on instructions given by any authorised signatory • That Unity Trust will be notified of any changes to the organisation in writing Resolved.	HH
Property & Amenities Matters		
18/76	<u>To authorise the sum of up to £550 to clear the dykes in Crockwells Meadow</u> Cllr Chandler would oversee the work that would be carried out by a local contractor. Resolved.	JD/ HH
18/77	<u>To consider the Annual Maintenance Report on Parish Council owned land</u> It was resolved to defer the report until the Parish Council meeting on 19 February.	JD
18/78	<u>Deepway Centre – main sewer connection</u> <ol style="list-style-type: none"> 1. To authorise the sum of £310 + VAT in respect of fees payable for Building Regulation approval on the sewer connection Resolved. 2. To authorise the sum of £350 + VAT to retain a Consultant to advise on tender documents It had recently become apparent that the works were classed as Major Works by South West Water (SWW) due to the involvement of third party land (Deepway Lane). Therefore, SWW were required to operate the tendering process and potentially project manage the work. This may increase the cost of the project to circa £40,000. The Parish Council would need to apply to SWW to manage the tendering process which necessitated the completion of a technical application form and required a 	JD/ HH JD/ HH

Exminster Parish Council Meeting Minutes

Monday 5 February 2018 at 19:30 in the Victory Hall, Main Road, Exminster

	<p>down payment of £2,500 at this stage, authorisation was sought to retain the Consultant to complete and submit the form. Resolved.</p> <p>The Clerk would attempt to seek further information on the process before the next Parish Council meeting.</p> <p>Concerns were expressed about the location of the termination of the sewer at the Deepway Centre and whether it would interfere with any future expansion of the Centre.</p>	JD
18/79	<p><u>To consider the current car parking orders at the car park spaces in Dryfield</u></p> <p>Cllr Connett explained that currently, the time limit on the pop and shop spaces in the Dryfield Car Park was not enforceable and the notices were advisory. TDC was currently preparing amendments to the district-wide car parking order and it was asked whether the Parish Council would like the pop and shop spaces to have an enforceable time limit (during trading hours).</p> <p>Council resolved to request that the pop and shop spaces had enforceable time limits.</p>	JD
18/80	<p><u>Councillors' Reports</u></p> <p>Cllr Smith reported that the Victory Hall had passed its recent fire safety inspection.</p>	
18/81	<p><u>Public Open Session</u></p> <p>Comments:</p> <ol style="list-style-type: none"> 1. Regarding the original Peamore application refusal appeal - could a copy of the letter to the TDC planning committee members be sent to the Planning Inspector? Was further comment from the public required? 2. Could the public have a breakdown of the standing of the different planning documents? The Chairman explained that the National Planning Policy Framework, TDC Local Plan, and Exminster Neighbourhood Development Plan were legal planning documents, with GESP sitting above the TDC Local Plan if adopted. The Community Plan was not a legal planning document but was developed to gather an evidence base for development-related matters and address non-planning local issues. 3. The sewerage/drainage solution for the Deepway Centre appeared to be extremely expensive. 4. Councillors were applauded for their work on the Peamore application. 	
<p>The meeting closed at 21:32</p> <p>Date of next meeting: Monday 19 February 2018 at 19:30 in the Victory Hall</p>		

Signed: ...Derek Madge..... Date:.....19 February 2018.....