

## Exminster Parish Council Meeting Minutes

Tuesday 3 April 2018 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Josie Walledge

18/157	<b><u>Public open session</u></b> No comments.	
18/158	<b><u>Present</u></b> Cllr Brian Aird (BA), Cllr Peter Chandler (PC), Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr John Ponsford (JP), 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: 1	
18/159	<b><u>Apologies accepted from</u></b> Cllr Kevin Smith (KS) – personal reasons Cllr Charles Nuttall (CN) – personal reasons Cllr Derek Madge (DM) – personal reasons Devon County Councillor Alan Connett – work commitments	
18/160	<b><u>Declaration of interest on Agenda Items</u></b> Cllr Aird declared an interest in item 18/179 as a neighbour of the Stowey Arms. Cllr Chandler declared an interest in item 18/174 as a payee and item 18/167 as a trustee of the Deepway Centre. Cllr Walledge noted that she lived in the Buntings, referring to item 18/170/3.	
18/161	<b><u>Dispensation requests regarding Code of Conduct</u></b> None received.	
18/162	<b><u>To approve the Draft Minutes of the EPC Meeting held on 19 March 2018</u></b> Resolved.	
18/163	<b><u>County Councillor's Report on items other than those on the agenda</u></b> Devon County Councillor Alan Connett was not present.	
18/164	<b><u>District Councillors' Reports on items other than those on the agenda</u></b> Teignbridge District Councillor John Goodey reported: 1. A meeting with Great Western Railway was scheduled for Wednesday 4 April to discuss Exminster Station.	
18/165	<b><u>Chairman's Report</u></b> The Chairman reported: 1. The Community Plan Working Party were distributing leaflets inviting community input on the issues consultation for the Community Plan refresh. The issues consultation would close on 27 April.	
18/166	<b><u>Clerk's Report</u></b> The Clerk reported: 1. Teignbridge District Council (TDC) had responded to the Parish Council's complaint regarding the lack of notification of the planning application at Aboveaway, following correspondence from a resident. A notice had been displayed in the area and immediate neighbours had been contacted, but it was acknowledged that it may be prudent to widen the notification area in some circumstances. 2. The following roads would be closed on Sunday 10 June due to the Exminster Long table event: Main road between the Victory Hall and Days Pottles Lane and Dryfield between its junction with Main Road and Jubilee Close. The organisers of the event wished to highlight that grants were still available to local organisations. 3. Matters arising from the Annual Parish Meeting: The gravel path between Old Quarry Drive and Brunel View on Milbury Reach would be replaced by a grass verge as the road was deemed a "shared surface". Cllr Connett had circulated information regarding the adoption of the estate roads; due to take place within the next month.	

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	<p>Concerns were raised regarding the conflict of pedestrians and vehicles on the shared surface and the accessibility of the gravel paths around Milbury Mound were questioned. It was agreed to write to Highways to highlight these issues.</p> <p>4. Devon County Council Highways had requested a list of potential parking restrictions that may be considered within a Road Traffic Order. Three locations had been identified and submitted.</p>	JD
18/167	<p><b><u>To agree this year's applicant to the Rural Aid Grant Scheme</u></b></p> <p>The Deepway Trust had expressed an interest in applying for grant funding to refurbish the Gents' toilets. Costs would be in line with those quoted for the refurbishment of the Ladies' toilets; the accepted quotation was £3416.40 including VAT.</p> <p>It was resolved to support the Deepway Trust's application and it was noted that the closing date for submission was 20 April.</p>	JD
18/168	<p><b><u>General Data Protection Regulation:</u></b></p> <ol style="list-style-type: none"> <li>1. <b><u>To appoint a Lead Councillor for Data Protection</u></b> Cllr Smith was appointed in his absence.</li> <li>2. <b><u>To delegate authority to the Clerks to appoint an external Data Protection Officer for the Parish Council (annual commitment not to exceed £300)</u></b></li> </ol> <p>The Deputy Clerk had attended a training course at TDC. The trainer had indicated that discussions were taking place regarding TDC's appointment of a Data Protection Officer and whether it would be possible for Town and Parish Councils to jointly buy into a service. It was unlikely that there would be any conclusion on this before 8 May. Therefore, it would be prudent for the Parish Council to wait to explore this option alongside others and the delegated authority was not required at this stage. During the training, the implication for Councillors was discussed and it was suggested that suitable training or documentation regarding the GDPR was made available. It was emphasised that Councillors should not receive Parish Council emails into their private email accounts but into a dedicated Parish Council email account. It was agreed that the Deputy Clerk would set up Parish Council email accounts for all Councillors who did not already have one.</p>	HH
18/169	<p><b><u>To discuss whether Exminster Parish Council should make a formal response to the Exeter City Council Air Quality Action Plan Consultation and the mechanism for doing so</u></b></p> <p>It was agreed in principle that the Parish Council should respond to the questionnaire. Cllrs Aird and Smyth volunteered to consider the questions and formulate suitable supporting comments.</p> <p>It was agreed to delegate authority to the Clerk to submit the completed questionnaire.</p>	BA/ LS/ JD
<b>Planning Matters</b>		
18/170	<b><u>Planning Applications</u></b>	
/1	<p><b>18/00118/FUL, Middle Cottage, Days Pottles Lane - Part single storey, part two storey rear extension</b></p> <p>The proposed extension would increase the footprint of the existing kitchen and provide a dining room with a fourth bedroom on the first floor. Some concern was expressed about the size and scale of the proposed extension. It was noted that an adjacent property had a similar extension.</p> <p>There were no objections on the TDC planning portal to date.</p> <p>It was resolved to support the application.</p>	HH
2/	<p><b>18/00475/FUL, 2 Marsh Row Cottages - Rear terrace and additional rear window</b></p> <p>The history of planning applications at the property was outlined.</p> <p>This application sought minor amendments on the east elevation of the redesigned extension, including balustrading of a balcony and an additional small window.</p> <p>There were no objections on the TDC planning portal to date.</p> <p>It was resolved to support the application.</p>	HH

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3/	<p><b>18/00422/FUL, 12 The Buntings - Conversion of existing garage to additional living accommodation</b></p> <p>The conversion would provide a home office. There were conditions in the original planning application stating that planning permission would be required for a conversion. The applicant confirmed that there would be no loss of parking space and there was no intention of receiving clients at the property.</p> <p>There were no objections on the TDC planning portal to date.</p> <p>It was resolved to support the application.</p>	HH
/4	<p><b>18/00552/VAR, 1 Lyndhurst, Main Road - Removal of condition 2 (restricting use to Use Classes A2/B1) on planning permission 95/03292/42/4 for the change of use from hairdressing salon to office</b></p> <p>The application would allow the unit to be used as retail premises.</p> <p>There were no objections on the TDC planning portal to date.</p> <p>It was resolved to support the application.</p>	HH
/5	<p><b>18/00640/FUL, 4 Eager Way, Exminster – single storey extension to replace existing conservatory</b></p> <p>The existing conservatory would be replaced by a brick faced garden room with an extended patio.</p> <p>There were no objections on the TDC planning portal to date.</p> <p>It was resolved to support the application.</p>	HH
18/171	<p><b><u>Planning Decisions</u></b></p> <p>None to report.</p>	
<b>Other Planning Matters</b>		
18/172	<p><b><u>Update on actions relating to planning application 16/03251/MAJ, West Exe Park, Peamore, Alphington</u></b></p> <ol style="list-style-type: none"> <li>1. The Clerk had written to Phil Shears, Managing Director of Teignbridge District Council, expressing disappointment regarding the conduct of the Planning Committee meeting when the application was considered. The letter had been acknowledged and a full response would be received following the conclusion of TDC's investigation.</li> <li>2. The Clerk had written to Devon County Council (DCC) Highways regarding the delivery of the cycle path to the estate; specifically requesting information on the construction and the connection with the existing cycle path network. The response indicated that the path would run from the estate to the bridge over the A30; thereafter there was an existing shared path that would require alteration due to the Matford development. There was no proposal to widen the bridge, but a view would be taken as to whether the existing facility on the bridge could be widened considering that there was hatching in the centre of the carriageway.</li> </ol> <p>It was agreed to respond that DCC's response did not address the Parish Council's concerns about the delivery of the path and that it looked forward to working with DCC during the design process.</p> <p>Further action required:</p> <ol style="list-style-type: none"> <li>3. The Parish Council should maintain a watching brief; ensuring that the cycle path was incorporated in the Highways infrastructure design for the Matford Development.</li> <li>4. The Peamore Working Group would meet to discuss how best to open a dialogue with Exeter Estates regarding Parish Council input into reserved matters.</li> </ol>	JD  PWG
<b>Neighbourhood Development Plan</b>		
18/173	<p><b><u>Matters arising from the notes of the Exminster Neighbourhood Development Plan Implementation Group (ENDPIG) meeting on 27 March 2018</u></b></p> <p>Draft notes from the meeting had been circulated.</p> <ol style="list-style-type: none"> <li>1. The notes contained recommendations based on detailed discussion at the meeting. The Parish Council had been approached by three organisations seeking support for projects that qualified for Community Infrastructure Levy (CIL) Funding. As the</li> </ol>	

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	<p>organisations' requirements could potentially impact on each other, it was imperative that a joined-up approach was adopted to ensure that the funding was channelled appropriately and for the benefit of the entire community. For that reason, ENDPIG recommended that each organisation be asked to provide evidence of need so that a parish-wide approach could be taken. Resolved.</p> <ol style="list-style-type: none"> <li>2. Cllr Chandler reported that the Deepway Trust were keen to reinstate the Deepway Trust/Parish Council Working Party meetings.</li> <li>3. ENGPIG recommended that the Parish Council obtained projections for Early Years provision for the Parish from DCC. Resolved.</li> <li>4. Concern was expressed that other facilities in the village were not being considered. It was explained that this would be addressed through the Community Plan questionnaire as all organisations had been asked to identify issues and submit questions.</li> </ol>	<p style="text-align: center;">JD  HH</p>
<b>Finance Matters</b>		
18/174	<p><b><u>Accounts for Approval</u></b> It was resolved to approve payments in the sum of £2465.21</p>	<p style="text-align: center;">HH</p>
18/175	<p><b><u>To consider a Community Grant application from Westbank Kidzone in the sum of £485.49</u></b> A profit and loss account for Kidzone had been received to accompany the application. The grant was required to replace bookshelves. It was resolved to grant £485.49 as requested.</p>	<p style="text-align: center;">JD/ HH</p>
18/176	<p><b><u>To consider the Internal Auditor's report for the 2017/18 Financial Year.</u></b> The comprehensive Internal Audit report had been circulated to all Councillors. Recommendations within the report:</p> <ol style="list-style-type: none"> <li>1. To consider adopting an anti-fraud and corruption policy – agreed.</li> <li>2. To consider adopting a training policy – agreed; to include an induction procedure for new Councillors.</li> <li>3. To consider backing-up data onto an external hard-drive – not required.</li> <li>4. To amend the asset register to change unknown acquisition costs from zero to £1 - agreed</li> <li>5. To consider uploading the asset register onto the website – agreed.</li> </ol> <p>It was resolved to approve the report and address the recommendations as listed above. The RFO was thanked for her work.</p>	<p style="text-align: center;">HH</p>
<b>Property &amp; Amenities Matters</b>		
18/177	<p><b><u>To discuss future projects relating to Crockwells Meadow</u></b> Cllr Chandler reported on work that had taken place on the meadow, in line with the original management plan from 2007, that had subsequently been simplified when the planning conditions on the meadow were discharged in 2015. It was noted that the original management plan stated that the marsh area of the meadow should be left undisturbed. It was suggested that members of ENDPIG and the Green Spaces Group should liaise to ensure that the needs of the community and wildlife were considered concurrently. It was agreed to await the results of the recently commissioned ecological report on the meadow before taking further action.</p>	
18/178	<p><b><u>To consider the provision of a bus shelter at the top of Hospital Drive (Devington) for Dawlish bound bus services</u></b> It was agreed to add this as a question in the Community Plan questionnaire.</p>	<p style="text-align: center;">CPWP</p>
18/179	<p><b><u>To consider if the Parish Council should apply to have the Stowey Arms Public House listed as an Asset of Community Value</u></b> The Clerk explained the process involved in registering an Asset of Community Value and suggested that the application would be in line with the application registered for the Royal Oak in 2013. It was resolved to submit an application for the Stowey Arms.</p>	<p style="text-align: center;">JD</p>

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18/180	<b><u>Councillors' Reports – for information only</u></b> <ol style="list-style-type: none"><li>1. Cllr Churchward reported that she and Cllr Nuttall had attended a highly informative New Councillors' course run by Devon Association of Local Councils (DALC).</li><li>2. Cllr Churchward reported that comments had already been received on the issues consultation for the Community Plan. Councillors were asked if they were able to help deliver leaflets and to contact Caroline Aird accordingly.</li></ol>	All
18/181	<b><u>Public Open Session</u></b> No comments.	
The meeting closed at 21:25 Date of next meeting: Monday 16 April 2018 at 19:30 in the Victory Hall		

Signed:....Josie Walledge..... Date:.....16 April 2018.....