

## Exminster Parish Council Meeting Minutes

Tuesday 1 May 2018 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Josie Walledge

18/202	<p><b><u>Public open session</u></b></p> <p>Comments:</p> <ol style="list-style-type: none"> <li>1. The grass verges were unkempt and looking untidy throughout the village. The Clerk advised that Devon County Council (DCC) were scheduled to cut the grass four times per year, with the first cut due imminently. It was noted that there was also an issue with overgrown vegetation on Sannerville Way where shrubs may start to encroach onto the road, reducing visibility. The Clerk would report this to Highways.</li> <li>2. The grassed area, adjacent to the Stowey footpath from Main Road to Old Quarry Drive, had been coned off. There had been reports of rubbish accumulating in the area.</li> </ol>	JD
18/203	<p><b><u>Present</u></b></p> <p>Cllr Peter Chandler (PC), Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr Charles Nuttall (CN), 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: 2</p>	
18/204	<p><b><u>Apologies accepted from</u></b></p> <p>Cllr Brian Aird (BA) – work commitment Cllr Derek Madge (DM) – personal reasons Cllr John Ponsford (JP) – personal reasons Teignbridge District Councillor Kevin Lake (KL)</p>	
18/205	<p><b><u>Declaration of interest on Agenda Items</u></b></p> <p>None declared.</p>	
18/206	<p><b><u>Dispensation requests regarding Code of Conduct</u></b></p> <p>None received.</p>	
18/207	<p><b><u>To approve the Draft Minutes of the EPC Meeting held on 16 April 2018</u></b></p> <p>Resolved.</p>	
18/208	<p><b><u>County Councillors Report on items other than those on the agenda</u></b></p> <p>Devon County Councillor Alan Connett reported:</p> <ol style="list-style-type: none"> <li>1. Regarding the planning consent for on-farm composting of garden waste in Days Pottles Lane (BGX/DCC/4048/2018), the applicants had agreed to sign a S106 agreement that the site would only be accessed from A379. This would be legally enforceable.</li> <li>2. The roads and footpaths had not yet been adopted at Milbury Reach as DCC were waiting for the developers to finish their snagging. An assessment will then be undertaken by Teignbridge District Council to see if any extra dog litter bins are required in the pavement areas. The green areas will still be the responsibility of the maintenance company.</li> </ol>	
18/209	<p><b><u>District Councillors Reports on items other than those on the agenda</u></b></p> <p>Teignbridge District Councillor John Goodey reported:</p> <ol style="list-style-type: none"> <li>1. The S106 agreements related to the Bovis planning application for the South West Exeter development would be signed imminently.</li> <li>2. At the Teignbridge District Council (TDC) Executive Committee meeting held on 1 May, it was resolved to release the Local Plan Review Issues Consultation paper for public consultation. The Clerk would be sent hard copies of the paper and supporting documents for distribution to Councillors. It was suggested that an agenda item should be included in the Parish Council meeting on 4 June to formulate a plan for responding to the consultation.</li> </ol>	JD

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	<p>3. The public consultation on the Settlement Boundary changes would take place in Exminster on 12 June.</p> <p>4. Cllr Lake had reported an incident of fly tipping on Days Pottles Lane.</p>	
18/210	<p><b><u>Chairman's Report</u></b></p> <p>1. The Chairman had been invited to speak at the Alphington Village Forum AGM on 23 May.</p> <p>2. A meeting of residents of the Buntings and their management company had highlighted the following:</p> <ul style="list-style-type: none"> <li>• There were concerns about trees that were the responsibility of DCC Highways.</li> <li>• Complaints had been raised about the siting of a bench. It was hoped that re-siting could take place within the development, otherwise the Parish Council may be approached to consider whether it had any suitable land.</li> </ul> <p>3. Investigations had taken place with DCC and TDC regarding parking enforcement. It was agreed to invite the DCC officer, Mr Rook, to visit some of the parking hotspots in the village. Cllr Nuttall offered to attend with any other interested parties.</p> <p>4. A skip had appeared on Dryfield, taking up a parking space.</p>	<p>JD</p> <p>JD</p>
18/211	<p><b><u>Clerk's Report</u></b></p> <p>1. The Parish Council were advised that one limb of the large pine tree at the top of Hospital Drive had died and needed to be removed. As the tree was subject to a Tree Preservation Order, the Arboricultural Officer from TDC visited and recommended that the tree was felled. Quotations would be sought for the work to be carried out. The work may require a temporary closure of Hospital Drive.</p> <p>2. TDC planning enforcement had confirmed that the works at Treetops, Deepway Lane were to replace the existing caravan (granted a certificate of lawfulness on 17 September 2018) with a new movable structure compliant with the definition of a caravan. A site visit by a TDC planning officer would take place in due course.</p> <p>3. The Ecological survey on Crockwells Meadow, commissioned by the Parish Council, had been received and would be discussed at the next ENDPIG meeting.</p> <p>4. The Parish Council's response to Exeter City Council's Air Quality Action Plan consultation had been submitted and acknowledged.</p> <p>5. The Clerk and Deputy Clerk had started work to evaluate and potentially archive or destroy papers in the Parish Council cupboard. (In accordance with the General Data Protection Regulation (GDPR) requirements).</p> <p>6. The Clerk had requested that Foot Anstey review and list all documents held on behalf of Exminster Parish Council. In due course a free document portal would be created for the Parish Council to enable electronic access to the documents.</p> <p>7. The Clerk had met with the Caretaker/Litter picker and the following issues had been highlighted:</p> <ul style="list-style-type: none"> <li>• The Public Toilet door had been found unlocked. This had happened several times recently. It was agreed to replace the locks and issue new keys to key holders.</li> <li>• The hand drier in the public toilet required replacement. A quotation from an electrician was awaited.</li> <li>• Litter picking at Deepway Green would be increased to 3 times a week with effect from 7 May.</li> </ul>	<p>JD</p>
18/212	<p><b><u>To approve the Councils Retention of Documents Policy</u></b></p> <p>A draft of the policy had been circulated prior to the meeting.</p> <p>It was agreed to add a retention period for Wayleaves to the schedule.</p> <p>It was agreed to add Purchase Orders to the expenditure records section of the schedule.</p> <p>It was resolved to approve the policy.</p> <p>It was suggested that the Parish Council should invest in a fireproof filing cabinet to store the most important documents. The capacity would need to be evaluated once the trawl through the current documents held had been completed.</p>	<p>JD</p>

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<b>Planning Matters</b>	
18/213	<p><b><u>Planning Decisions</u></b> Noted as listed below:</p>
/1	<b>18/00028/FUL, 15 Glebelands - Loft Conversion with Dormer Windows - GRANTED</b>
/2	<b>18/00867/TPOE, Footpath to North Lodge and Verges – Remove dead portion of Scots Pine - GRANTED</b>
<b>Other Planning Matters</b>	
18/214/1	<p><b><u>Matters relating to planning application 17/03039/MAJ, West Exe Park, Alphington</u></b> Cllr Smith reported on a recent meeting of the Peamore Working Group. The approval notice for the planning application had not yet been received as the S106 agreements were still to be signed.</p> <ol style="list-style-type: none"> <li>1. The Group had considered the response received from TDC Managing Director, Phil Shears, to the letter of complaint that the Parish Council wrote regarding conduct at the planning committee meeting. It was concluded that there was little merit in pursuing the matter further as it would not overturn the planning decision. It was noted that Kenn Parish Council were considering further action and, if appropriate, the Parish Council may support their cause.</li> <li>2. It was recommended that Mr Ian McLean of Exeter Estates should be invited to a meeting to discuss how the Parish Council could ensure the best outcome for residents from the development. The Parish Council should adopt a non-adversarial approach and seek to build a relationship with the developer. It was hoped that this would allow the Parish Council to influence reserved matters and be informed about timescales and likely impacts of the work. Council agreed that the Clerk should endeavour to schedule a meeting as soon as possible.</li> <li>3. Agenda items for the aforementioned meeting had been suggested. Not all items were wholly within the control of Exeter Estates; particularly those relating to the cycle path and drainage schemes and it was suggested that these should be discussed at a South West Exeter meeting to ensure joined up thinking between the housing and industrial developments. It was agreed that a meeting should take place within the next two months to address this.</li> </ol>
	JD
	HH
18/214/2	<p><b><u>Planning application for Spurfield House</u></b> It was noted that a two-part planning application had been received. It was agreed to form a working group to look at the planning applications. The Clerk would circulate the applications to all Councillors.</p>
	JD
18/215	<p><b><u>Matford Development</u></b> The Parish Council's solicitor had now received the draft land transfer documents relating to the S106 agreement between TDC, the landowners and Bovis Homes. The solicitor confirmed that there was nothing unusual or onerous in the documents but had suggested some minor amendments to TDC's solicitor. It was confirmed that the exact location of the community building land would be determined at the reserved matters stage; with an accurate plan accompanying the transfer documents in due course.</p>
<b>Community Plan</b>	
18/216	<p><b><u>Update from Community Plan Working Party (CPWP) meeting held on Saturday 28th April</u></b> Cllr Churchward reported on the meeting:</p> <ul style="list-style-type: none"> <li>• Issues received from the consultation were likely to total over 300. It was noted that they were broadly along the same lines as those for the 2012 Community Plan, for example; childcare provision, parking, traffic and village facilities.</li> <li>• The issues would be split between the group members who would be tasked with composing suitable questions for the questionnaire.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The Rural Housing enablement team would be consulted to ensure that questions regarding housing would be appropriately worded to provide a sound evidence base for future development.</li> <li>• It was envisaged that the questionnaires would be ready for delivery by mid-June, with a four week consultation period. There would be an online version of the questionnaire available for completion as well as a paper copy.</li> <li>• Volunteers were sought to help with distribution and collection of the questionnaires.</li> </ul>	
<b>Finance Matters</b>		
18/217	<p><b><u>Accounts for Approval</u></b> It was resolved to approve payments in the sum of £4919.35.</p>	HH
18/218	<p><b><u>To approve the Annual Governance statement for the 2017/18 Financial Year</u></b> The statement was completed at the meeting. It was resolved to approve the statement.</p>	HH
18/219	<p><b><u>To approve the Statement of Accounts for the 2017/18 Financial Year</u></b> A copy of the statement of accounts and supporting paperwork had been circulated prior to the meeting. It was resolved to approve the statement of accounts.</p>	HH
18/220	<p><b><u>To consider a Community Grant application from Kenn Cricket Club for the sum of £500</u></b> The grant was sought to fund new pitch covers. Although the club was located outside the Parish, 35 out of 50 children registered with the Club and 20 adults were from Exminster. It was noted that there are no cricket facilities in the Parish. It was resolved to support the application in the sum of £500.</p>	JD/ HH
<b>Property &amp; Amenities Matters</b>		
18/221	<p><b><u>Deepway Centre – update</u></b> The Clerk reported that a conference call had taken place with a South West Water (SWW) officer to outline further options for the application to have the Deepway Centre connected to the main sewer. The price of for the project could cost up to £1,000 per metre with a total project cost potentially in excess of £40,000. Once a tender price has been received, different options moving forward could be considered to try and mitigate the cost. There were legal issues to be overcome before the application is approved by SWW that related to the fact the land at Deepway Green is unregistered. This would be investigated by the Estates Team at SWW. The project would then be worked up to tender stage with a specification produced and suitably accredited contractors identified. Disappointingly, the timescale to reach the next stage was still ten weeks from acceptance of the approved application. This item would remain on the agenda for updates.</p>	JD
18/222	<p><b><u>Councillors' Reports</u></b></p> <ol style="list-style-type: none"> <li>1. Cllr Churchward reported fly tipping at the end of Milbury Lane. It was suggested that this should be reported to TDC who would advise whose land and responsibility it was.</li> <li>2. Cllr Smith reported that a twinning visit (visitors from Exminster's twin town of Sannerville) would take place on 10 May.</li> <li>3. Cllr Chandler invited Councillors to the Green Spaces meeting on Thursday 4 May at 19:30 in the Methodist Hall.</li> <li>4. Cllr Nuttall reported that he had met with Mrs Aird following the decision that the village did not fulfil the criteria for a community speedwatch. It was agreed that a meeting should take place with the PCSO and the new PC in order to find out what other options for speed management may be available.</li> <li>5. Cllr Walledge reported that the Victory Hall AGM would take place on 15 May in the Victory Hall Annexe.</li> </ol>	JD

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18/223	<b>Public Open Session</b> Comments: 1. If any Councillors wished to volunteer to deliver and collect the Community Plan Questionnaires, please could they contact Caroline Aird.	All
The meeting closed at 21:00 Date of next meeting: ACM - Monday 21 May 2018 at 19:30 in the Victory Hall		

Signed:....Josie Walledge..... Date:....21 May 2018.....