

## Exminster Parish Council Meeting Minutes

Monday 17 September 2018 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Josie Walledge

18/419	<p><b><u>Public open session</u></b> Comments:</p> <ol style="list-style-type: none"> <li>1. A resident enquired whether building work at 52 Crockwells Road was being carried out under permitted development regulations as they were not aware of a planning application. It was agreed that Teignbridge District Council (TDC) would be contacted for clarification.</li> </ol>	JD
<b>Part I</b>		
18/420	<p><b><u>Present</u></b> Cllr Brian Aird (BA), Cllr Peter Chandler (PC), Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr Derek Madge (DM), Cllr Charles Nuttall (CN), Cllr John Ponsford (JP), 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), Kevin Lake (KL) Public: 3</p>	
18/421	<p><b><u>Apologies accepted from</u></b> Devon County Councillor Alan Connett</p>	
18/422	<p><b><u>Declaration of interest on Agenda Items</u></b> Cllr Walledge declared an interest in item 18/437 as Group Scout Leader for 2<sup>nd</sup> Exminster Scouts.</p>	
18/423	<p><b><u>Dispensation requests regarding Code of Conduct</u></b> None received.</p>	
18/424	<p><b><u>To approve the Draft Minutes of the EPC Meeting held on 3 September 2018</u></b> Item 18/405/6 second sentence amended to <i>"It was agreed that improved signage <u>would</u> be installed."</i> Resolved.</p>	JD
18/425	<p><b><u>Clerk's Report</u></b></p> <ol style="list-style-type: none"> <li>1. Delegated Authority used in the sum of £38 plus VAT to purchase replacement pads for the Defibrillator sited at the Victory Hall.</li> <li>2. An organisation called Run Direction had set up a 5K running route around Exminster. The route would be formally launched during the next month and small directional arrow stickers would be placed on lamp-posts. (Permission had been sought from Devon County Council for this). Run Direction were keen for the Parish Council to be aware of the route and would place an A4 route map on the public notice board at the Victory Hall.</li> <li>3. A complaint had been received from a landowner who was concerned about dog walkers letting dogs off leads in their field (adjacent to Crockwells Meadow). It had been publicised on Facebook that the field did not belong to the Parish Council and that dogs needed to be kept under control on the public footpath crossing the landowner's field.</li> <li>4. An email had been received from a resident             <ol style="list-style-type: none"> <li>a. noting that the notification for the Parish Council meeting on 3 September had not been posted until Thursday 30 August. There were conflicting guidelines from the Society of Local Council Clerks (SLCC) and Devon Association of Local Councils (DALC) regarding Sundays and the 3-day notice rule. However, to ensure good Governance, all of the financial resolutions made at that meeting would be ratified at the Parish Council meeting on 1 October</li> <li>b. requesting a copy of the 2017 Neighbourhood Development Plan annual report.</li> </ol> </li> </ol>	

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	<p>Following a response by the Clerk, further correspondence had been received raising several points regarding the Matford Development. It was agreed that the correspondence would be discussed at the next Exminster Neighbourhood Development Plan Implementation Group meeting in October. An acknowledgement of receipt would be sent.</p> <ol style="list-style-type: none"> <li>5. A response had been received from the Deepway Trust expressing interest in making an application to the Elector Fund. Kenn Parish Council had confirmed that they did not intend to make an application.</li> <li>6. Cllr Connett reported that following a meeting of the TDC Overview and Scrutiny Committee, Parish Councillors would continue to be allowed to attend planning site visits for the time being. The matter had been referred it back to the Executive Committee for further examination. Cllr Connett was thanked for bringing this matter to the attention of the Parish Council.</li> <li>7. A resident had expressed concern about the spread of two large trees on Dryfield. The tree contractor did not feel that the trees warranted immediate attention.</li> <li>8. Devon County Council (DCC) had contacted contractor Skansa asking for immediate attention to the drain at the corner of Deepway Lane and Main Road.</li> <li>9. The Clerk had attended a Cemetery Management course.</li> <li>10. The Clerk and Deputy Clerk had attended a SLCC branch meeting including a brief training session on Parish Council elections.</li> <li>11. The Complaints Committee would meet on Monday 1 October at 18:30</li> <li>12. The new owners of 52 Crockwells Road did not wish to pursue ownership of the Crockwells Meadow land adjacent to their boundary.</li> </ol>	JD
18/426	<p><b><u>To consider the Devon County Council (Various Roads, Teignbridge) (Waiting Restrictions) Amendment Order relating to various roads in Exminster Parish</u></b></p> <p>The order had been circulated to all Councillors.</p> <p>A “no waiting at any time” order was proposed for specified lengths of Exminster Hill, Main Road (north of the junction with Dryfield), Matford Mews and Milbury Lane.</p> <p>It was agreed that the Clerk would clarify with Devon County Council the extent of the restriction near the Dryfield junction; specifically, whether it encroached on the Mobile Library Van parking space.</p> <p>It was agreed to publicise the Amendment Order on Facebook.</p> <p>A response to the order would be considered at the Parish Council meeting on 1 October.</p>	JD  BA JD
<b>Planning Matters</b>		
18/427	<b><u>Planning Applications</u></b>	
/1	<p><b>18/01736/FUL - Westfield Cactii Nursery, Kennford - Erection of storage building</b></p> <p>Errors in the Agent’s letter of support for the application were noted: The site was within a Neighbourhood Development Plan (NDP) area and also within an Area of Great Landscape Value.</p> <p>The application was in accordance with NDP policies EXM2 – open countryside and EXM3 – quality of design.</p> <p>It was resolved to support the application subject to the change of business use of the property to that of sole trader providing contract hire vehicles to utility organisations.</p>	HH
/2	<p><b>18/01647/FUL, 18 Crockwells Road - Demolish existing single storey flat roof extension and conservatory at rear of property and construct new single storey rear extension</b></p> <p>The proposed replacement extension was in accordance with NDP policy EXM3 – quality of design; it was in keeping with the existing property and neighbouring homes.</p> <p>To date, there were no comments on the TDC planning portal.</p> <p>It was resolved to support the application subject to skips being parked on the drive, tradespeople carefully accessing and leaving the site, and workmen showing consideration to neighbours by keeping to normal working hours during the development.</p>	HH
18/428	<b><u>Planning Decisions</u></b>	

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	Noted as listed below:									
/1	<b>18/01336/FUL, 11 The Buntings, Demolition of existing conservatory and construction of two storey extension - GRANTED</b>									
/2	<b>18/01496/FUL, Sandybank, Rear extension and fenestration alterations and enlargement of steps - GRANTED</b>									
/3	<b>18/01834/TPO, 42 Crockwells Close, Removal of two apple trees – GRANT OF CONSENT</b>									
/4	<b>18/01492/FUL, 42 Crockwells Close, Single Storey Rear and Side Extension – GRANTED</b> It was noted that the recently installed window frames were different to neighbouring properties. However, the colour was not specified in the planning application.									
<b>Other Planning Matters</b>										
18/429	<b><u>To discuss the monitoring of Sentrays Farm planning conditions</u></b> No update. It was agreed to write to the site manager to ascertain the timetable for completion of the work; specifically, the children's play area.	JD								
<b>Finance Matters</b>										
18/430	<b><u>RFO's report</u></b> 1. Direct Debit payments during August: <table border="1" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>NEST pension scheme contributions</td> <td style="text-align: right;">28.33</td> </tr> <tr> <td>Utilities Warehouse (Electricity)</td> <td style="text-align: right;">88.83</td> </tr> <tr> <td>NW Bankline</td> <td style="text-align: right;">5.20</td> </tr> </table> 2. Authority was requested to return a BACS payment received in error from a Funeral Director in the sum of £158.00. Resolved.		£	NEST pension scheme contributions	28.33	Utilities Warehouse (Electricity)	88.83	NW Bankline	5.20	HH
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18/431	<b><u>Accounts for Approval</u></b> It was resolved to approve payments in the sum of £14,266.79.	HH								
18/432	<b><u>Draft accounts for August 2018</u></b>									
/1	<b><u>Budget Comparison Report</u></b> It was agreed that the cost of the recently purchased tables and the audio-visual equipment installed in the Victory Hall would be funded by the Milbury Reach S106 fund. It was resolved to approve the report.	HH								
/2	<b><u>Balance Sheet</u></b> It was resolved to approve the report.									
18/433	<b><u>To note the conclusion of the External Audit of the Annual Governance and Accountability Return for the year ended 31 March 2018 with a clean audit opinion</u></b> Noted. The RFO was thanked for her hard work on the audit submission									
<b>Property &amp; Amenities Matters</b>										
18/434	<b><u>To update Council on a Victory Hall Trust meeting held on the 10<sup>th</sup> September</u></b> Cllrs Walledge and Smith reported on current administrative and maintenance issues under discussion by the trust: <ul style="list-style-type: none"> <li>• A broken floorboard in the hall required further investigation and remedial action.</li> <li>• Events planned for Remembrance weekend in November would be publicised in Scene.</li> <li>• The memorial was due to be reinstated, but not in its original location.</li> <li>• A film day/evening would take place on Saturday 29 September to celebrate the installation of the new audio-visual equipment.</li> </ul>									
18/435	<b><u>To update Council on matters relating to the Deepway Trust</u></b> Cllr Ponsford reported on the meeting on 5 September: <ul style="list-style-type: none"> <li>• Trustees were working on revised forms, hirer agreements and methods of securing deposits from casual hirers.</li> <li>• The ladies' toilet refurbishment was complete.</li> </ul>									

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	<ul style="list-style-type: none"> <li>A meeting of the hall's user groups, regarding future development plans for the hall, would take place in October.</li> </ul>	
18/436	<p><b><u>To approve expenditure in the sum of £600 plus VAT to obtain a valuation of Deepway Green, required by the Land Registry</u></b></p> <p>Two quotations had been received; both in the sum of £600. It was resolved to appoint the District Valuer to carry out the valuation.</p>	JD
18/437	<p><b><u>To consider a request from the 2<sup>nd</sup> Exminster Scout Group to hold their annual firework display on the 2<sup>nd</sup> November at Deepway Green</u></b></p> <p>Resolved.</p>	JD/ HH
18/438	<p><b><u>To consider the draft Heads of Terms issued by Teignbridge District Council in respect of the proposed footpath across Gissons field and the quote for legal advice in the sum of £1500 to review it on behalf of the Council</u></b></p> <p>The Draft Heads of Terms had been circulated to Councillors prior to the meeting. An updated version including suggested amendments was distributed at the meeting.</p> <p>It was resolved to further amend the Heads of Terms to include:</p> <ul style="list-style-type: none"> <li>Mobility scooters in the "use" section.</li> <li>The test of reasonableness in the "determination" section.</li> <li>Addition of a notice clause in the "temporary closure" section to require TDC to give the Parish Council notice of a path closure.</li> </ul> <p>It was felt that the quotation received for legal advice on this contract was excessive and represented poor use of public money. It was resolved not to seek legal advice.</p> <p>It was resolved to send the amended draft Heads of Terms to TDC.</p> <p>It was resolved to delegate any matters arising regarding the contract to the Clerk in conjunction with the Chair and Vice Chair.</p>	JW/ JD  HH
18/439	<p><b><u>To update Council on a site visit to the banks on each side of Reddaway Drive</u></b></p> <p>The Clerk had undertaken a site visit with Mr Fowler.</p> <p>In accordance with Ruddlesden Geotechnical's recommendation, the banks would be seeded in the spring.</p> <p>It was noticed that there was a minor problem with erosion to the bank supporting the bowling green; thought to be due to rabbits. The lower brambles on the bank would be cut back to alleviate the problem.</p> <p>The bank on the football pitch side of Reddaway Drive in the vicinity of the electricity box required attention. It was agreed that costs for improving the area would be obtained and considered at a future meeting.</p>	JD
18/440	<p><b><u>Councillors' Reports – for information only</u></b></p> <ol style="list-style-type: none"> <li>Cllr Goodey had received a report from a resident that the street lights on cemetery path were malfunctioning.</li> <li>Cllr Goodey reported that a resident had complained about overhanging brambles on Milbury Lane.</li> <li>Cllr Goodey reported that to address littering issues from lorries and vans attending Kenbury Woods Recycling Centre, Cllr Lake would source "no littering signs" to be installed nearby.</li> <li>Cllr Smith reported that he had attended a DALC Chairmanship Course</li> <li>The Clerk reported that Lesley Smith, County Secretary for DALC for 27 years was retiring. A letter of thanks for her support and advice given over the years would be sent on behalf of the Council.</li> <li>Teignbridge District Councillor Kevin Lake apologised for his recent absence from meetings due to work commitments, holidays and illness.</li> </ol>	JD  JD  JD
18/441	<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 18/443 (part II) having due regard to the confidential nature of the business to be transacted.</u></b></p> <p>Resolved.</p>	

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Minutes**

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18/442	<b><u>Public Open Session</u></b> Comments: <ol style="list-style-type: none"><li>1. When would the path through the Gissons Play area be completed? The Clerk advised that as soon as the legal documentation had been completed, the contractors would be able to start work; hopefully later this year.</li><li>2. It was suggested that the memorial should be placed on the wall between the two main doors to the Victory Hall.</li></ol>	
<b>Part II</b>		
18/443	<b><u>Contracts</u></b>	
The meeting closed at 21:04 Date of next meeting: Monday 1 October 2018 at 19:30 in the Victory Hall		

Signed:....Josie Walledge..... Date:....1 October 2018.....