

Exminster Parish Council Meeting Minutes

Monday 1 October 2018 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Josie Walledge

18/444	<u>Public open session</u> No comments.	
18/445	<u>Present</u> Cllr Brian Aird (BA), Cllr Peter Chandler (PC), 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) Devon County Councillor: Alan Connett (AC) Teignbridge District Councillors: John Goodey (JG), Kevin Lake (KL) Public: 2	
18/446	<u>Apologies accepted from</u> Cllr Sheila Churchward (SC) – personal reasons	
18/447	<u>Declaration of interest on Agenda Items</u> Cllr Smith declared an interest in item 18/462 point 2, as a licensee of Exminster Parish Allotment Society (EPAS).	
18/448	<u>Dispensation requests regarding Code of Conduct</u> None received.	
18/449	<u>To approve the Draft Minutes of the EPC Meeting held on 17 September 2018</u> Resolved.	
18/450	<u>County Councillors Report on items other than those on the agenda</u> Devon County Councillor Alan Connett reported: <ol style="list-style-type: none"> 1. A letter had been received regarding inconsiderate parking in the disabled bay outside shops in the village centre. As the spaces were on privately owned land, enforcement by parking officers or the police was not possible. It was suggested that the Parish Council write to the retailers or property owners asking them to consider what action could be taken to protect the dedicated parking space for those with a disability. 2. The grass bank opposite Dairy Close would be attended to by Devon County Council (DCC) Highways. 3. DCC contractors were repairing the drain at the junction of Deepway Lane and Main Road. The Highways officer had apologised for the delay in undertaking this work. 4. Issues regarding the poor state of some monuments and graves in the churchyard had been raised. Generally, repairs to monuments were the responsibility of families, but if they were uncontactable, the responsibility fell to the Church. There were also several war graves requiring attention that were managed by the Commonwealth War Graves Commission who had been advised. 5. Actions identified following a meeting with Cllr Nuttall regarding highways matters were being addressed. 6. Teignbridge District Council (TDC) Executive Committee would meet on 2 October to resolve the recommendation from the Scrutiny Committee that Parish Councillors should be allowed to attend planning site visits. 	HH
18/451	<u>District Councillors Reports on items other than those on the agenda</u> Teignbridge District Councillor Kevin Lake reported: <ol style="list-style-type: none"> 1. DCC had been advised of an overgrown grass verge at the junction of Reddaway Drive and Walnut Close affecting the visibility splay. DCC agreed that the verge should be cut as part of their maintenance programme. 2. Cllr Lake had carried out a litter pick throughout the village. The new anti-littering posters recently installed near the Motorway Bridge had been effective as less litter had been collected from that area. 3. Foil trays and loose foil could now be recycled in the black recycling box. 	

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	<p>Teignbridge District Councillor John Goodey reported:</p> <ol style="list-style-type: none"> 4. The planning application for Matford Home Park was awaiting consideration and determination. 5. Anti-littering posters had been sought for the area near Kenbury Woods recycling facility. 	
18/452	<p><u>Chairman's Report</u></p> <ol style="list-style-type: none"> 1. Annual reviews had taken place for the Clerk and Deputy Clerk. Matters arising would be reported in part II of the Parish Council meeting on 15 October. 2. The Parish Council were thanked by the Victory Hall Trust for their contribution towards the new Audio-Visual Equipment installed in the hall. The recent film day had been successful. 	
18/453	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none"> 1. Councillors were reminded to bring their Register of Interests up to date if necessary. 2. Confirmation had been received that building work at 52 Crockwells Road was being carried out under permitted development regulations. 3. Delegated Authority was used in the sum of £70 to replace the light sensor in the public toilet. 4. Miss Langdon's annual staff review had taken place. A copy of the review had been submitted to the Chairman. 5. As considered in part II of the meeting on 17 September, the grounds maintenance contract had been agreed with Mr Fowler for the 2019/20 financial year. 6. Despite several emails, there had been no response to an invitation for the land owner of the field behind Gissons play park to meet with the Parish Council to discuss potential projects. The request was now considered closed. 7. The car park signs on Dryfield were obscured by the hedgerow. TDC had been asked to cut back the hedge. 8. A query on the Complaints Committee Terms of Reference had been received from a resident. 9. A meeting of the Complaints Committee had taken place at 18:30 on 1 October to consider a complaint from a resident received on 7 August. The Committee's resolution would be reported back to the Parish Council at the meeting on 15 October. 	<p>JD/ HH</p> <p>JD/ HH</p>
18/454	<p><u>Due to the timings of the Public notices displayed in advance of the Parish Council meeting held on 3 September, discussions held on the following agenda items require ratification:</u></p> <p><u>18/410 Accounts for approval in the sum of £3593.40</u></p> <p><u>18/412 Approve the insurance renewal in the sum of £2071.63</u></p> <p><u>18/416 Tree works in the Wilderness area in the sum of £520</u></p> <p>Resolved.</p>	
18/455	<p><u>Remembrance Sunday – 11 November 2018</u></p> <p>Councillors were encouraged to attend the civic service at 10:30 at the Victory Hall.</p> <p><u>To agree the following:</u></p> <ol style="list-style-type: none"> 1. <u>Roles of Parish Councillors</u> <ul style="list-style-type: none"> • Mrs Sally Parfitt would be invited to read the roll of honour on behalf of the Parish Council, due to her extensive genealogical research. • The wreath would be placed by Cllr Smith. • The reading would be read by Cllr Nuttall. 2. <u>Donation to the Royal British Legion for a Poppy wreath</u> It was resolved to donate £35. (S137 LGA 1972). 	<p>JW</p> <p>KS CN</p> <p>HH</p>
18/456	<p><u>To consider the Devon County Council (Various Roads, Teignbridge) (Waiting Restrictions) Amendment Order relating to various roads in Exminster Parish</u></p> <p>Further to discussion at the Parish Council meeting on 17 September (18/426) it was confirmed that the extension of the yellow lines from the junction of Main Road and Dryfield would not cross the restricted area where the library van parked.</p>	

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	Council resolved to support the Amendment Order.	JD
Planning Matters		
18/457	Planning Applications	
/1	<p>18/01817/FUL, 15 Glebelands - Single storey rear extension Cllr Smith noted that this was the second application for this property this year. The proposed extension replaced an existing conservatory. The materials for the extension were in accordance with the existing property. The street scene would not be affected. There were no comments on the TDC planning portal to date. It was resolved to support the application.</p>	HH
18/458	Planning Decisions Noted as listed below:	
/1	<p>Appeal ref: APP/P1133/W/18/3202744, Milbury Barton, Road from Wracombe Farm to Glebelands – APPEAL DISMISSED It was noted that the Inspector’s comment regarding currency of development plans was of material interest to the Parish Council while TDC were undertaking a review of the Local Plan.</p>	
/2	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 - GRANTED	
/3	18/01688/FUL, Westfield Cacti Nursery, Kennford - Erection of double garage - GRANTED	
18/459	Other Planning Matters No update necessary.	
Finance Matters		
18/460	Accounts for Approval It was resolved to approve payments in the sum of £1,124.40.	HH
18/461	<p>To consider quotations to complete the Internal Audit for the Council Two quotations from Internal Auditors had been sought and circulated:</p> <ul style="list-style-type: none"> • Aalgaardrenshaw - £550 plus VAT • LCAS - £500 <p>It was noted that LCAS had carried out the Internal Audit for the 2017/18 financial year and had provided a good service. It was resolved to appoint LCAS as internal auditor for the 2018/19 financial year.</p>	HH
Property & Amenities Matters		
18/462	<p>1. To agree the new Management Agreement with Exminster Parish Allotment Society The Clerk had circulated the draft agreement and a report outlining the history of the management agreement and covenants on the land, including advice obtained from solicitors. The Clerk drew attention to the following points that had been amended in the draft agreement since circulation:</p> <ul style="list-style-type: none"> • 1.2 to read “The Society wishes to manage and maintain the Land as allotments <i>on behalf of Exminster Parish Council</i>” • The definition of Licence Fee to read “The <i>annual</i> fee payable by a Licensee in respect of an individual allotment plot” • 5.26 to read “Ensure that no bonfires are lit on individual plots. Bonfires will be allowed to take place in communal areas and must be organised by the Allotment Society Committee, must comply with the conditions as laid down by the Society’s Insurance company <i>and follow the guidelines published by the National Allotment Society.</i>” <p>It was suggested that 5.26 be further amended to limit bonfires to one per month. It was resolved to approve the Management Agreement with the aforementioned amendments.</p> <p>2. To agree the annual rent payable Cllr Smith left the meeting having declared an interest in this item.</p>	JD

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	Cllr Madge explained that EPAS administering the allotments was beneficial to the Council; in particular, saving staff time. This needed to be considered in conjunction with the rent. It was resolved that the rent for the first year (due 1 January 2019) would be set at £160.00. Cllr Smith returned to the meeting.	JD
18/463	<p><u>To consider the submitted requests from the Green Spaces Group</u></p> <ol style="list-style-type: none"> To install improved signage to publicise the village orchard – The Group had considered changing the access to the orchard, but this was a long term aspiration. In the short term, a large rustic sign stating “Village Orchard” situated on the hedge, facing traffic heading towards the village centre and small “To the Village Orchard” signs on the path from Main Road to Townfield were proposed. It was confirmed that there would be no cost to the Parish Council for the signs or installation. Daffodil planting – permission was sought to extend the daffodil covered area of Townfield bank and further planting in the orchard. <p>It was resolved to approve both requests.</p>	JD
18/464	<p><u>To consider allowing a budget of up to £250 to improve the area at the end of the bank, the North side of Minster Park.</u></p> <p>Resolved.</p>	
18/465	<p><u>Update on matters relating to the Deepway Centre</u></p> <ol style="list-style-type: none"> Exjet, the contractors appointed to connect the Deepway Centre to the main sewer, had informed the Parish Council that the application to DCC Highways for the road closure had not been submitted and therefore it would not be possible to undertake the work in October. This was extremely disappointing and discussion took place about how to move the project forward with the minimum disruption possible caused by a road closure during term time. Cllr Ponsford had spoken with Exjet who had suggested that a road closure could be put in place prior to the Christmas holiday with the connection into the Centre itself being completed during the Christmas holiday. It was noted that the road closure would be for approximately 5 days and that pedestrian access would be maintained. Despite reservations, Council agreed to continue working with the current contractor and to aim for the work to be completed as soon as possible. Cllr Ponsford reported that there was a vacancy on the Deepway Trust. Ideally, an individual with marketing and financial skills was sought. 	
18/466	<p><u>To agree the part II notes of the meeting on 17 September</u></p> <p>Resolved.</p>	
18/467	<p><u>Councillors’ Reports – for information only</u></p> <ol style="list-style-type: none"> Cllr Aird reported that he had been approached by a resident concerned about building work at 42 Crockwells Road, on land protected by a covenant. The resident had been advised to contact a planning enforcement officer at TDC. Cllr Nuttall asked for an update on Highways matters to be on the next agenda. 	JD/ HH
18/468	<p><u>Public Open Session</u></p> <p>Comments:</p> <ol style="list-style-type: none"> There was no law to restrict bonfires unless deemed to be a danger to public health. 	
<p>The meeting closed at 20:45 Date of next meeting: Monday 15 October 2018 at 19:30 in the Victory Hall</p>		

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