

Exminster Parish Council Meeting Minutes

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

Chairman: Josie Walledge

18/520	<p><u>Public open session</u> Comments:</p> <ol style="list-style-type: none"> 1. A resident was pleased that the resurfacing of the path between Crockwells Road and Gissons Field had been completed to a good standard 	
18/521	<p><u>Present</u> Cllr Brian Aird (BA), Cllr Peter Chandler (PC), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), 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) Public: 2</p>	
18/522	<p><u>Apologies accepted from</u> Cllr Charles Nuttall (CN) – personal reasons Cllr John Goodey (JG) – Teignbridge District Council (TDC) business Teignbridge District Councillor Kevin Lake</p>	
18/523	<p><u>Declaration of interest on Agenda Items</u> None declared.</p>	
18/524	<p><u>Dispensation requests regarding Code of Conduct</u> None received.</p>	
18/525	<p><u>To approve the Draft Minutes of the EPC Meeting held on 5 November 2018</u> Resolved.</p>	
18/526	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none"> 1. Minor repairs had been carried out to the footpath between Gissons and the Lychgate. 2. The road from Church Stile towards the church, owned by TDC had recently been inspected. As no trip hazards had been identified no remedial work was proposed. 3. The Oak tree in Crockwells Meadow had been inspected by an expert. Cllr Chandler had met the expert on site and reported that although the tree was infected with fungus it was not structurally affected. The oak tree at the end of the Wilderness was also inspected and found to be in good health. 4. A letter had been received from the Deepway Centre Trust requesting financial support due to the increased cost of emptying the septic tank over the last 12 months. A formal request would be on the next agenda. 5. All participants of the Remembrance Sunday civic service had been thanked for their contribution. It was proposed that the ceremony was revised next year. Cllr Walledge agreed to meet with Reverend John Williams to discuss this further. It was suggested that alternative arrangements could be made for the audio/music. Any other feedback on the service should be sent to the Clerk. The Parish Council wished to record their thanks to the Victory Hall Trust for relocating the existing memorial and commissioning the new memorial to Irene Crago. The Council also thanked Peter Constantine for the woodwork and Ruth Sutherland for the calligraphy. 6. Cllr Connett had attended the Devon County Council (DCC) Highways and Traffic Orders Committee meeting. The proposed traffic restrictions for Exminster had been approved and would be added to the programme of works. 7. Delegated authority was used in the sum of £115.00 to commission a report on the Oak Tree in Crockwells Meadow and in the sum of £159 plus VAT to order replacement defibrillator pads for the defibrillators at the Stowey Arms and Royal Oak. It was suggested that the replacement of the pads be diarised. 	<p>JD</p> <p>JW DM All</p> <p>JD</p>

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18/527	<u>To agree amendments to the Council's Freedom of Information Policy</u> Deferred.	JD
18/528	<u>To consider negotiating a service contract for Parish Council Legal Advice up to the sum of £1500 per annum</u> The Clerk highlighted a number of instances over the last year where it would have been useful to have legal assistance. Advice on suitable providers had been sought from other local councils. Many of the larger parish and town councils contracted with and recommended Tozers. It was resolved to negotiate a contract for immediate start. It was suggested that the Clerk kept a log of the usage for review at renewal next year.	JD/ HH
18/529	<u>To consider adopting the Staff and Councillor Training Policy</u> The Internal Auditor had suggested that it would be good practice for the Parish Council to adopt a training policy. A draft policy had been circulated with the meeting papers and following comments from Cllr Smith a revised draft was presented at the meeting. In addition to the revised draft the following amendments were proposed: <ul style="list-style-type: none"> • Section 3.2 to include a Councillor Induction. • To add "within 6 months of appointment" to the planning training course. It was resolved to approve the policy.	HH/ JD
Planning Matters		
18/530	<u>Planning Applications</u>	
/1	18/01992/FUL, 50 Berrybrook Meadow - Two storey front extension with balcony, replace existing conservatory with new single storey orangery, two storey side extension and external alterations The application proposed extensive alterations to the property. Most of the external alterations would not be visible from the Cul-de-sac with the exception of the western and northern elevations. There was concern about the grey timber cladding proposed and whether it was in accordance with the Quality of Design policy (EXM03) in the Neighbourhood Development Plan. It was acknowledged that there was a variety of property designs on Berrybrook Meadow, but the colour of the proposed shiplap was not in keeping with that of neighbouring properties. The applicant had written to the Parish Council explaining their proposal and noting the individuality of properties on the Estate. The extension would be built with the same floor level as the existing house and was not considered to be at risk of flooding. There were two supporting contributions from neighbours on the TDC planning portal and no objections to date. It was resolved to comment that the Parish Council was concerned that the proposed cladded finish of the property was not in accordance with the Neighbourhood Development Plan Quality of Design Policy but was otherwise supportive of the application.	HH
/2	18/02311/TPO, 7 Brunel View - Fell one cherry tree The tree was diseased and therefore needed to be felled. Photographs of the tree were circulated in hard copy to illustrate the damage. It was resolved to support the application.	HH
18/531	<u>Planning Decisions</u> Noted as listed below.	
/1	18/02083/FUL, 1 Milbury Lane, Single storey rear extensions and terrace and amendment to glazing on south east elevation of extension approved under 18/00724/FUL - GRANTED	
/2	15/00708/MAJ, EXMINSTER - Land At South West Of Exeter, Matford - Outline - residential development, mixed use local centre (Use Classes A1, A2, A3, A4, A5, D1, B1), education	

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	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">£</td> </tr> <tr> <td>NEST pension scheme contributions</td> <td style="text-align: center;">28.33</td> </tr> <tr> <td>Utilities Warehouse (Electricity)</td> <td style="text-align: center;">37.34</td> </tr> <tr> <td>NW Bankline</td> <td style="text-align: center;">7.60</td> </tr> </table> <p>2. Internal Control – Cllr Goodey carried out an Internal Control inspection on 29 October for the quarter ending 30 September. There were no matters to report.</p> <p>3. Employers obligations – from April 2019 the national living wage will rise to £8.21 per hour and employers pension contributions will rise to 3% of qualifying earnings.</p>		£	NEST pension scheme contributions	28.33	Utilities Warehouse (Electricity)	37.34	NW Bankline	7.60	
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18/536	<p><u>Accounts for Approval</u> It was resolved to approve payments in the sum of £5236.47.</p>	HH								
18/537	<p><u>Draft accounts for October 2018</u></p>									
/1	<p><u>Budget Comparison Report</u> It was resolved to approve the report.</p>									
/2	<p><u>Balance Sheet</u> It was resolved to approve the Balance Sheet.</p>									
18/538	<p><u>Update from the Budget Working Party</u> A budget working party meeting had taken place on 9 November. A budget forecast to the year end was considered and discussion took place about</p> <ul style="list-style-type: none"> • renaming the Tree budget line “Tree contract” to monitor costs on the tree contract. • distinguishing between funds spent on the Parish Council’s asset and funds spent on the assets of other authorities at the Parish Council’s discretion (i.e. the additional grass cutting on Reddaway Drive, over and above that carried out by DCC contractors). • contracting a Parish Lengthsman • potentially employing a community support officer for Matford once development commenced • buying into a legal services contract (see item 18/528). <p>The next meeting was scheduled for 14 December to discuss draft budget figures.</p>									
18/539	<p><u>To consider a Community Grant application from Exminster Recreational Trust in the sum of £500</u> The application form and accounts from Exminster Recreational Trust (ERT) had been circulated prior to the meeting. Funds were requested towards the cost of new football kit for the Under 8 and Under 18 teams. It was resolved to approve the application in the sum of £500.</p>	HH/ JD								
18/540	<p><u>To consider a request from the Coastal Officer at Teignbridge District Council regarding a joint application to the Communities Together Fund</u> The Clerk had circulated an email from the Coastal Officer explaining his intention to secure support from a number of parishes along the Exe estuary for joint projects to be funded by the Communities Together Fund and inviting representation from the Parish Council at a meeting on 23 November. The Deepway Trust had also expressed an interest in applying to the Communities Together Fund and had been advised to contact Gary Powell at TDC to ensure that their project would be eligible for the funding, owing to the requirement for the project to have cross-parish-boundary benefit. It was agreed to decline the invitation to meet on 23 November due to lack of availability of Councillors or the Clerk but to ask that the Parish Council was informed of the projects discussed and the outcome of the meeting.</p>	JD								
Property & Amenities Matters										

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18/541	<p><u>To update on matters relating to the Deepway Centre</u></p> <p>1. Sewer connection works – the Clerk gave an update on the programme of works:</p> <ul style="list-style-type: none"> • 26 November – contractors arrive on site. • 27 November to 3 December inclusive - complete road section of pipework to footpath manhole during 5-day road closure of Deepway Lane. • 4 December to 10 December inclusive – complete section from footpath manhole, across field to Deepway private access road. • 10 December to 14 December inclusive – complete section from road crossing to connection point. • 17 December to 19 December inclusive - Decommission septic tank (fill with stone to form a soakaway) and demobilise. <p>Delegated authority had been used to authorise an additional cost for the connection point in the sum of £480.</p> <p>It would not be necessary to close the Deepway Centre to connect it to main drain. Cllr Chandler asked whether it would be necessary to remove the septic tank if there was a need to build over it in the future. It was confirmed that it would need to be removed and backfilled.</p> <p>2. Cllr Ponsford reported that the Deepway Centre Trust had written to the Parish Council to request the formation of a Working Party to work together with the Trust regarding the potential redevelopment of the Deepway Centre. The Clerk confirmed that the request would be considered at the next Parish Council meeting.</p>	JD
18/542	<p><u>To consider a request from the Deepway Centre Trust to hold a boot sale in the Spring on Deepway Green.</u></p> <p>The Clerk explained that it was the Trust’s intention that sellers would park on the green itself, with visitors parking in the car park.</p> <p>There was concern about the impact on the green if there had been wet weather immediately prior to the event.</p> <p>It was resolved to approve the request subject to weather conditions, with Spurfield to be used as an alternative. The Clerk would speak to Mr Fowler regarding the plans.</p>	JD
18/543	<p><u>To consider laying a tarmacked path to access the MUGA from the Public footpath at Deepway Green</u></p> <p>Cllr Ponsford explained that the existing gravel path had deteriorated causing MUGA users to transfer mud onto the MUGA tarmac and that upgrading the path would be an improvement both practically and visually.</p> <p>A budget estimate for the work had been received.</p> <p>It was resolved to seek quotations for the work 20 metres in length and 1 metre in width and based on the depth specification for the Gissons Field footpath.</p>	JD
18/545	<p><u>Councillors’ Reports – for information only</u></p> <p>1. Cllr Aird reported that a member of the public who regularly attended Parish Council meetings was currently in hospital. It was agreed to extend the Parish Council’s good wishes for a speedy recovery and to send a card.</p> <p>2. Cllr Churchward attended the housing stakeholder meeting in Kenn. The organiser was keen to ensure that local councils were empowered to secure appropriate social housing for their settlement’s needs. The importance of the Parish Council having a watching brief over housing proposed by developers was emphasised.</p>	JD
18/546	<p><u>Public Open Session</u></p> <p>No comments.</p>	
<p>The meeting closed at 21:20</p> <p>Date of next meeting: Monday 3 December 2018 at 19:30 in the Victory Hall</p>		

Signed:....Josie Walledge..... Date:.....3 December 2018.....