

## Exminster Parish Council Meeting Minutes

Monday 15 April 2019 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Kevin Smith

19/163	<p><b><u>Public open session</u></b></p> <p>Comments:</p> <ol style="list-style-type: none"> <li>1. Matthew Byrne, Chief Executive Officer of Westbank, introduced himself and explained that Westbank were keen to build relationships with residents and asked for input from Councillors as to how this could be achieved.</li> <li>2. Teignbridge District Council (TDC) had repaired the path to the Church, but the standard of repair was very poor, it was agreed to highlight this to TDC</li> </ol>	JD
19/164	<p><b><u>Present</u></b></p> <p>Cllr Brian Aird (BA), Cllr Peter Chandler (PC), Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr John Ponsford (JP), Cllr Kevin Smith (KS)</p> <p>Clerk: Mrs Jill Daw (JD)</p> <p>Deputy Clerk: Mrs Helen Hibbins (HH)</p> <p>Teignbridge District Councillors: John Goodey (JG)</p> <p>Public: 2</p>	
19/165	<p><b><u>Apologies accepted from</u></b></p> <p>Cllr Derek Madge (DM) – personal reasons  Cllr Charles Nuttall (CN) – personal reasons  Cllr Lorne Smyth (LS) - illness  Cllr Josie Walledge (JW) – personal reasons  Devon County Councillor Alan Connett  Teignbridge District Councillor Kevin Lake</p>	
19/166	<p><b><u>Declaration of interest on Agenda Items</u></b></p> <p>Cllr Aird declared an interest in 19/178 as a payee.  Cllr Aird declared an interest in item 19/181 as a director of Coffee on the Corner.  Cllr Smith declared an interest in item 19/181 as a Victory Hall Trustee.  Cllr Ponsford declared an interest in item 19/181 as a Deepway Trustee.  As three Councillors had declared an interest in 19/181 it was resolved to defer the item to the Parish Council meeting on 29 April in the interest of good governance.</p>	JD
19/167	<p><b><u>Dispensation requests regarding Code of Conduct</u></b></p> <p>None received.</p>	
19/168	<p><b><u>To approve the Draft Minutes of the EPC Meeting held on 1 April 2019</u></b></p> <p>Resolved.</p>	
19/169	<p><b><u>Clerk's Report</u></b></p> <ol style="list-style-type: none"> <li>1. Notification of an uncontested Parish Council election for Exminster had been received. 11 Councillors would take office in May. Councillors were legally required to submit a declaration of return of expenses by 31 May. Nil returns were required.</li> <li>2. The Council's insurance company had advised that the claim against Exminster Parish Council, following the alleged incident involving a dog litter bin on Crockwells Meadow, had been discontinued.</li> <li>3. A phone call had been received from the applicant of planning application 19/00529/FUL – Benrose - Exminster Hill, advising that, from the Parish Council's comments on the TDC portal, it appeared that it may have misinterpreted the application. For clarity, the application was not to render the entire property, only the rear extension and utility.</li> <li>4. Cavanna Homes had asked to attend a Parish Council meeting to give a presentation on the planning application for Matford Home Park. It was agreed that the Clerk would contact Cavanna Homes to invite them to speak in the public open session at the Parish Council meeting on 29 April and ascertain how it was intended that the presentation would be publicised for the benefit of interested residents. Cllr Aird would publicise the presentation on the Parish Council's Facebook page.</li> </ol>	JD

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	<p>5. On the instruction of the Parish Council, Devon County Council (DCC) had erected a safety barrier at the end of the path from Sentry's Orchard onto the A379. Delegated authority was used in the sum of £350.00 plus VAT as the work was in addition to the existing pedestrian crossing works that had recently been completed.</p> <p>6. A response had been received from Bovis Homes regarding the unsatisfactory completion of the open spaces at Sentry's Orchard. A sub-contractor had been instructed to attend site to carry out remedial works.</p> <p>7. The street lights on Main Road between the Milbury Reach junction and the motorway bridge were still not working. Western Power Distribution were investigating the electricity supply following the second failure of a fuse. The target completion date was 2 May.</p> <p>8. TDC, in conjunction with Redrow Homes, had agreed to cut back the trees along the path leading to the Wilderness, along Berry Brook.</p>	BA
19/170/1	<p><b><u>To approve the Council's updated Complaints Procedure</u></b> The draft complaints procedure had been circulated. The procedure had been invoked for the first time in August 2018 and amendments had been made clarifying the implementation. Minor amendments were suggested to the draft and noted by the Clerk. It was resolved to approve the updated Complaints Procedure including the agreed amendments.</p>	JD
19/170/2	<p><b><u>To approve amendments to the Complaints Committee Terms of Reference</u></b> The draft Terms of Reference had been circulated. It was explained that amendments were necessary to align the Terms of Reference with the Complaints Procedure. It was resolved to approve the Terms of Reference.</p>	JD
19/171	<p><b><u>To approve the draft Terms of Reference for the Strategy and Parish Asset Management working party</u></b> The draft Terms of Reference had been circulated. Subject to amendments ensuring that terminology was consistent throughout the document, it was resolved to approve the Terms of Reference. Appointments to the working party would be made at the Parish Council meeting on 29 April.</p>	JD
19/172	<p><b><u>To consider budget costings relating to the feasibility of siting a Tiger crossing at the Northern exit of the village in the sum of £45,000</u></b> The Clerk explained that the £45,000 budget figure consisted of estimates of £5,000 for design work and £40,000 for construction. Discussion took place and the following comments were noted:</p> <ul style="list-style-type: none"> <li>• There was insufficient evidence of need (according to the survey work carried out by DCC).</li> <li>• Would a crossing complement the overall traffic calming strategy for the village?</li> <li>• Were there alternative means of slowing traffic where the proposed crossing would be sited; coloured tarmac, signposting etc?</li> <li>• It was acknowledged that it would be advantageous to connect the cycle path, especially if the vision of a cycle path throughout the village came to fruition. Would DCC consider contributing to the scheme in the future?</li> <li>• It was likely that the route would become more widely used in the future; when the school was built at Matford. At this time, considering the cost/benefit ratio, it was not considered to be a good use of public money.</li> </ul> <p>It was resolved to re-agenda the item to April 2020 to consider if any circumstances had changed that would merit a review of the project.</p>	JD

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<b>Planning Matters</b>													
19/173	<p><b><u>Planning Applications</u></b></p> <p>/1 <b>JR/DCC/4110/2019, Kenbury Wood Resource Recovery Facility, Old Dawlish Road, Kennford - A retrospective application for the erection of an elevator with a covered picking station, conveyor and the relocation of a previously permitted dry materials store facility</b></p> <p>The new plant would not be visible from outside the site. The application was in accordance with TDC Local Plan policy S22 (alteration to an existing building supporting community infrastructure needs). It was resolved to support the application and comment that this was the third retrospective application submitted by the company in three years.</p> <p style="text-align: right;">HH</p>												
19/174	<p><b><u>Planning Decisions</u></b></p> <p>Noted as listed below:</p>												
/1	<b>19/00197/FUL, 66 Miller Way - single storey rear extension - GRANTED</b>												
/2	<b>19/00513/FUL, 11 Oak Close - front porch - GRANTED</b>												
/3	<b>19/00267/FUL, 7 Brunel View - single storey rear extension, extension to retaining wall and boundary - GRANTED</b>												
/4	<b>19/00529/FUL, Benrose, Exminster Hill – single storey rear extension and replacement of porch/utility – GRANTED</b>												
/5	<b>18/02094/FUL, Water Storage Tank, Deepway Lane - Conversion of a disused water storage tank into a dwelling with integral garage - REFUSED</b>												
<b>Other Planning Matters</b>													
19/175	<p><b><u>To update on matters regarding the Matford development</u></b></p> <ol style="list-style-type: none"> <li>Matford Home Farm S106 agreement - The Parish Council's solicitor had received a response from TDC's legal department indicating that a substantive response would be prepared. There was no further action that the Parish Council could take at this time.</li> <li>Suitable Alternative Natural Green Space – The planning application for parcel K of the SANGS land had been received by TDC and was in the process of being validated. The SANGS establishment concept plan (available on the TDC website) would be updated to reflect the changes in terms of habitat layout across the SANGS parcels.</li> </ol>												
19/176	<p><b><u>To consider a request from Barratt Homes for a meeting to discuss the development proposals for land off Chudleigh Road</u></b></p> <p>The letter offered to meet with Parish Councillors to discuss the early proposals for the detailed application for the development and how to engage with the wider community. Barratt Homes stated their intention to consider the sensitivities of the local area and create a high- quality place for people to live. It was resolved to accept the offer to meet. Cllrs Aird, Churchward and Goodey expressed an interest in attending.</p> <p style="text-align: right;">JD</p>												
<b>Finance Matters</b>													
19/177	<p><b><u>RFO's report</u></b></p> <ol style="list-style-type: none"> <li><b><u>Direct debit payments during March</u></b> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th style="text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>NEST pension scheme contributions</td> <td style="text-align: right;">39.71</td> </tr> <tr> <td>Utility Warehouse (Electricity)</td> <td style="text-align: right;">56.19</td> </tr> <tr> <td>NW Bankline</td> <td style="text-align: right;">4.40</td> </tr> <tr> <td>Staples</td> <td style="text-align: right;">505.96</td> </tr> <tr> <td>Communicate Better</td> <td style="text-align: right;">227.52</td> </tr> </tbody> </table> </li> <li><b><u>Pensions Contributions/Minimum Wage/NJC salary increase</u></b></li> </ol>		£	NEST pension scheme contributions	39.71	Utility Warehouse (Electricity)	56.19	NW Bankline	4.40	Staples	505.96	Communicate Better	227.52
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	<p>As of 1 April, the minimum wage increased to £8.21 per hour, employer pensions contributions increased from 2% to 3% of employee's qualifying earnings and there was an increase in NJC pay rates (affecting the Clerk and Deputy Clerk/RFO) of 2%.</p> <p><b>3. <u>Financial Year End</u></b> The submission date for the Annual Governance and Accountability Return (AGAR) is Monday 1 July. It was anticipated that the papers would be approved at the Parish Council meeting on Monday 17 June. Due to the level of income, the Parish Council would be subject to an intermediate level audit for the 2018/19 Financial Year.</p>	
19/178	<p><b><u>Accounts for Approval</u></b> It was resolved to approve payments in the sum of £9,189.03.</p>	HH
19/179	<p><b><u>Draft accounts for March 2019</u></b> Due to a software glitch there had been a delay in producing the final end of year figures that would be submitted for audit on the AGAR.</p>	
/1	<p><b><u>Budget Comparison Report</u></b> Total revenue expenditure for the year had come in under budget. It was resolved to approve the report.</p>	
/2	<p><b><u>Balance Sheet</u></b> A transfer from the General Fund to the Assets Management sinking fund needed to be made (as approved in the 2018-19 budget). This would be reflected in the final year-end figures. It was resolved to approve the report.</p>	HH
19/180	<p><b><u>To consider the Internal Auditor's report for the 2018/19 Financial Year</u></b> The following recommendations were made in the report:</p> <ul style="list-style-type: none"> <li>• The 2018 NALC Standing Orders should be considered for adoption. (This had taken place after the Internal Auditor had visited and before the report was written). <ul style="list-style-type: none"> <li>○ No further action required.</li> </ul> </li> <li>• The Parish Council should consider gaining the General Power of Competence. <ul style="list-style-type: none"> <li>○ This was not possible with the current staffing arrangements.</li> </ul> </li> <li>• The total amount of the precept had not been minuted in 2019. This should be included in the minutes in future years. <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• An external hard drive should be considered as a further backup mechanism. <ul style="list-style-type: none"> <li>○ It was felt that the current arrangements for back up were adequate.</li> </ul> </li> <li>• The Clerk and RFO currently did not receive the full HMRC working from home allowance. <ul style="list-style-type: none"> <li>○ The Vice-Chairman and Chairman would discuss this.</li> </ul> </li> <li>• The acquisition date and location of Parish Assets was not included in the online version of the asset register. <ul style="list-style-type: none"> <li>○ This was not deemed to be necessary as the version of the asset register in the accounts software contained the details.</li> </ul> </li> </ul> <p>The Annual Internal Audit Report (to be submitted with the AGAR) had been signed off by the Internal Auditor, stating no matters of concern. The RFO was thanked and commended for a successful audit. It was resolved to note the Internal Auditor's report and to action the recommendations as listed above.</p>	HH  KS/ JW
19/181	<p><b><u>To consider eligible projects put forward for this year's Rural Aid Grant and agree the successful applicant</u></b> Deferred.</p>	JD

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<b>Property &amp; Amenities Matters</b>		
19/182	<p><b><u>To replace the contactor for the streetlights at Deepway in the sum of £210.00 plus VAT and to investigate the failure of the streetlight near the Deepway Centre for a budget cost of £200 plus VAT.</u></b></p> <p>The Deputy Clerk explained that following replacement of the relay switch, remedying issues with the Deepway car park streetlamp, the electrician noted that the contactor was failing and required replacement.</p> <p>Additionally, the streetlamp near the rear entrance to the Deepway Centre was not working. Resolved.</p>	HH
19/183	<p><b><u>To consider funding the commissioning of a structural survey of the Deepway Centre in the sum of £850 plus travel expenses and VAT.</u></b></p> <p>The Deepway Trust had obtained a quotation to carry out a structural survey.</p> <p>The Deputy Clerk confirmed that there was no requirement to source additional quotations for this work as it was considered a professional service (as specified in Financial Regulations).</p> <p>It was resolved to approve the funding of the structural survey in the sum of £850.00 plus travel expenses plus VAT.</p> <p>It was resolved to authorise an additional £500.00 plus VAT in support of the survey for the excavation of trial holes or additional visits if required.</p>	HH
19/184	<p><b><u>To consider the feasibility of siting a bus shelter at the end of Hospital Drive, Dawlish bound</u></b></p> <p>The Clerk explained the history of the request for a bus shelter.</p> <p>Following discussion regarding the need for a shelter at that location, over and above other locations in the village, it was resolved not to proceed with the project.</p>	
19/185	<p><b><u>Councillors' Reports</u></b></p> <ol style="list-style-type: none"> <li>1. Cllr Chandler reported that the litter picking kit supplied by TDC was stored in the Community Orchard shelter.</li> <li>2. Cllr Churchward reported that Newton Poppleford Parish Council (in its Neighbourhood Development Plan) and East Devon District Council (in its Local Plan) had included a "space around housing" policy. This may be insightful when considering planning applications for the South West Exeter development.</li> <li>3. Cllr Churchward reported that 30 distributors would be required to deliver the Community Plan questionnaires.</li> </ol>	
19/186	<p><b><u>Public Open Session</u></b></p> <p>No comments.</p>	
<p>The meeting closed at 21:23</p> <p>Date of next meeting: Monday 29 April 2019 at 19:30 in the Victory Hall</p>		

Signed:....Josie Walledge..... Date:....29<sup>th</sup> April 2019.....