

Exminster Parish Council Meeting Minutes

Monday 16 September 2019 at 19:30 in the Victory Hall, Main Road, Exminster
Chairman: Kevin Smith

19/422	<p><u>Present</u> Cllr Peter Chandler (PC), Cllr Derek Madge (DM), Cllr Charles Nuttall (CN), Cllr Kevin Smith (KS), Cllr Lorne Smyth (LS), Cllr Renata Szewczyk (RS), Cllr Josie Walledge (JW) Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Teignbridge District Councillor: Charles Nuttall (CN) Public: 6</p>	
19/423	<p><u>Apologies accepted from</u> Cllr Sheila Churchward (SC) – personal reasons Cllr John Ponsford (JP) – personal reasons Cllr Brian Aird (BA)- personal reasons Teignbridge District Councillor Andy Swain Teignbridge District Councillor Alison Foden Devon County Councillor Alan Connett</p>	
19/424	<p><u>Declaration of interest on Agenda Items</u> None declared.</p>	
19/425	<p><u>Dispensation requests regarding Code of Conduct</u> None received.</p>	
19/426	<p><u>Public open session</u> No comments.</p>	
19/427	<p><u>To approve the Draft Minutes of the EPC Meeting held on 2 September 2019</u> Resolved.</p>	
19/428	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none"> 1. A further report of a child being hurt by the gate into the Under 8's playing area had been received. The hinges on the gate would be tested and adjusted as necessary. 2. Graffiti on the Skate Park had been reported to the police. 	
19/429	<p><u>To update Council on a meeting that took place on the 5th September with Matthew Byrne, Chief Executive at the Westbank Centre</u> Cllr Walledge reported on the meeting:</p> <ul style="list-style-type: none"> • The meeting was constructive, with Westbank keen to continue to strengthen its local focus and to assist with implementing Community Plan projects where possible. • Regarding transport and parking issues: Westbank encouraged car sharing by providing specific parking spaces. Consideration was being given to installing charging points for electric vehicles. • Matthew Byrne had experience from the development of Cranbrook and was keen to see the Parish Council considering "lessons learnt" for the Matford development. • Westbank was undertaking a strategic review in order to shape the future of services. The Parish Council was asked to promote the survey to ensure as many participants as possible. 	HH
19/430	<p><u>To update Council on a meeting attended by the Victory Hall and Deepway Centre Trustees and the Coffee on Corner chairman to discuss safeguarding in Exminster</u> Cllr Smith reported on the meeting:</p> <ul style="list-style-type: none"> • Mr Simon Snell gave a presentation; drawing on his extensive expertise on safeguarding and his service in the police force. • It was noted that if there was a safeguarding issue on Parish Council property, the Parish Council could be held vicariously liable. 	

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	<ul style="list-style-type: none"> • Mr Snell had drafted a safeguarding policy for the Parish Council that would apply to all community facilities and the Parish Council should also ensure that organisations and user groups had their own policies in place. • The draft policy would be considered for adoption at the Parish Council meeting on 7 October. 	JD
Planning Matters		
19/431	Planning Applications	
/1	<p>19/01619/MAJ, Land at West Exe Park, Alphington - Approval of details for an employment unit (612 sqm of B2 and 622 sqm of B8) together with landscaping, internal access roads, parking, drainage detention basin and all other associated infrastructure</p> <p>Cllr Smith explained that the Parish Council had originally objected to the planning application. This application was for reserved matters detailing the construction of an employment unit and also sought to discharge planning conditions relating to noise and the phasing of the development.</p> <p>It was recommended that the Parish Council made the following comments on the application, taking into account a number of comments lodged on the Teignbridge District Council (TDC) planning portal:</p> <ul style="list-style-type: none"> • The lighting scheme should protect wildlife to the rear and sides of the property and also ensure that the development did not become a “light beacon”; distracting drivers on the A38. (Condition 21 of 17/03039/MAJ) stated that “Prior to any external lighting being erected on site, details of such lighting shall be submitted to and approved in writing by the Local Planning Authority”. • Plans for the new roundabout access from the A379 had not yet been submitted or approved. Access to the proposed development was currently through the existing site and occupation of the employment unit should be conditional on approval of the roundabout. • The planned green spaces on the site were welcomed and the comment of the Biodiversity officer regarding local native species was supported. • The drainage plan must be approved by Environment Agency. • An archaeological survey must be completed and published. • The Parish Council was content that the phasing of development condition (condition 5) was deemed to be discharged. • The condition relating to noise (condition 12) should only be discharged when all Reserved Matters applications were brought forward in order to consider the cumulative impact. • Working hours during construction should be limited to prevent disturbance. <p>It was suggested that the aforementioned comments were considered in conjunction with the comments submitted by the Parish Council on the original application. Cllrs Smith and Walledge agreed to amend the comments accordingly.</p> <p>It was resolved that the Parish Council would comment on the application. Delegated authority was given to the Clerk to submit the comments.</p>	JW/KS JD/HH
/2	<p>19/01131/REM, Land at South West Exeter NGR 291652 89142, Markham Lane - Details of four dwellings and associated infrastructure and open space (approval sought for layout, scale, landscaping and appearance) – Bovis Homes</p> <p>This item was taken together with item 19/431/4 (19/00736/MAJ)</p> <p>The Matford Working Party had reviewed the application against the Building for Life Criteria as per Neighbourhood Development Plan policy EXM03 (Quality of Design). The review had been circulated and specific comments included:</p>	

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	<ul style="list-style-type: none"> Integrating into the Neighbourhood – well connected to a bus route, but no indication of location of stops; concern about traffic on Trood lane and the access/exit onto the A379; concern about links between different development areas; lack of clarity on how the mixed tenure is provided (breakdown of social housing types and numbers). Creating a Place – A four storey block of flats in a prominent location was considered overbearing; concern about community streets becoming a “rat run” with no evidence of traffic calming measures on the plan. Street and Home – While the number of parking spaces for larger dwellings was deemed adequate, they were mainly front to back and considered impractical; there was no evidence of visitor parking or disabled parking bays within the development; there was no provision for play areas and only a thin strip of Public Open Space; terraced properties should have adequate bin storage at the front of the property to avoid having to carry waste long distances. <p>With specific reference to parcel 8 (four show homes) it was queried whether the parking spaces for plot 8003 included the two central parking spaces labelled 02. It was resolved to support the applications and submit the comments as circulated.</p>	HH						
/3	<p>19/00691/MAJ, Land at South West Exeter NGR 292377 88776, Matford - Land at South West Exeter NGR 292377 88776, Matford. Approval of details for road infrastructure (approval sought for (layout, scale, landscaping and appearance) – Bovis Homes</p> <p>It was resolved to support the application and comment that a 20mph speed limit should be set for roads in the development, as per the Design and Access guide, to ensure the safety of pedestrians, cyclist and vehicles.</p>	HH						
/4	<p>19/00736/MAJ, Land at South West Exeter NGR 291652 89142, Matford - Details of 108 dwellings and associated infrastructure and open space (approval sought for layout, scale, landscaping and appearance) – Bovis Homes</p> <p>See 19/431/2 for comments. It was resolved to support the application.</p>	HH						
19/432	<p>Planning Decisions Noted as listed below.</p>							
/1	<p>19/01252/FUL, 14 Jupes Close, Exminster - Two storey side extension and a single storey rear extension - APPROVED</p>							
Other Planning Matters								
19/433	<p><u>19/01142/PROW, Land At South West Exeter NGR 292218 88664, Exminster - Diversion of a section of the Public Right Of Way and creation of new alternative section of footpath under Section 257 of the Town and Country Planning Act 1990</u></p> <p>The diversion route was necessary as the footpath currently crossed the land on which the school at Matford would be built. It was resolved to support the application and comment that the path should be constructed from a durable and practical surface suitable for pushchairs, mobility scooters and wheelchairs.</p>	HH						
19/434	<p><u>To note any planning matters regarding the Matford development</u></p> <p>A meeting would take place on Wednesday 18 September with Sarah Ratnage - Special Projects and Planning Manager at Devon County Council (DCC), regarding Housing Infrastructure Funding.</p>							
Finance Matters								
19/435	<p>RFO's report</p> <p>1. Direct Debit Payments during August</p> <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;">49.26</td> </tr> <tr> <td>Utility Warehouse (Electricity)</td> <td style="text-align: right;">55.35</td> </tr> </table>		£	NEST pension scheme contributions	49.26	Utility Warehouse (Electricity)	55.35	
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	<p>2. Pensions Regulator and Automatic Enrolment A declaration of compliance had been received confirming that the Parish Council had discharged its obligations regarding the re-enrolment of eligible staff.</p> <p>3. Insurance The insurance renewal documents had been received from Came and Company. This was the second year of a three-year long-term agreement with provider, Inspire. A reconciliation of the assets list with the insurance renewal documentation had taken place and amendments had been recorded. The premium payable was in line with the agreement, including index-linking at 4%.</p>					
19/436	<p><u>Accounts for Approval</u> It was resolved to approve payments in the sum of £11,312.98.</p>	HH				
19/437	<p><u>Draft accounts for August 2019</u></p>					
/1	<p>Budget Comparison Report The breakdown of staff wages had been rectified with Journals. The report was noted.</p>					
/2	<p>Balance Sheet The report was noted.</p>					
19/438	<p><u>To consider the outcome of the External Audit</u> The conclusion of the External Audit of the Annual Governance and Accountability Return for the year ended 31 March 2019 with a clean audit opinion was noted. There were no other matters, not affecting the Auditor's opinion that needed to be considered. The RFO was thanked for her work on the return</p>					
19/439	<p><u>To appoint an Internal Auditor for the 2019/20 Financial Year</u> Two quotations had been received and circulated in the sums of £660.00 and £500.00 (excluding VAT if applicable). It was resolved to appoint LCAS (who submitted the quotation for £500) as Internal Auditor for the 2019/20 Financial Year.</p>	HH				
19/440	<p><u>To review the Council's Financial Regulations</u> A track and trace copy of the Financial Regulations had been circulated. NALC had updated its model regulations at the end of July and the review took into account the minimal changes to the model. It was resolved to adopt the amendments to the Financial Regulations as circulated.</p>	HH				
Property & Amenities Matters						
19/441	<p><u>To update Council on a meeting held on the 11th September with Kier Construction Ltd to discuss matters relating to the Deepway Centre</u> Cllr Smith reported:</p> <ul style="list-style-type: none"> • The representative from Kier had explained the SCAPE framework for procurement of services and delivery of community buildings. There was no cost to sign-up to SCAPE, but an extensive access agreement document needed to be completed. Cllrs Walledge and Smith agreed to review the document. • By signing up to SCAPE, the Parish Council would receive a day's consultation (free of charge) with relevant experts that would result in the formulation of a feasibility study with estimated costs for the building and associated works. • It was noted that the representative from Kier recommended that, at this stage, space was the major consideration, with ancillary facilities (adequate toilets etc) to be confirmed depending on the space and user requirement. 	JW/KS				

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19/442	<p><u>To consider the Council's annual tree inspection report</u></p> <p>The report suggested that some of the Lime trees in hospital drive would benefit from some reduction work. Cllr Chandler would take a look at the Lime trees and liaise with the Clerk regarding actions.</p> <p>A resolution on the report would be considered at a future meeting.</p>	PC/JD
19/443	<p><u>To approve a small nature project to be carried out in Crockwells Meadow by a young resident, overseen by Cllr Chandler</u></p> <p>Cllr Chandler explained the project, linked to the Duke of Edinburgh Award Scheme, was to lay a hedge on a section of Crockwells Meadow, utilising coppiced wood from the Wilderness. Wild flowers would be planted and a bug hotel would be constructed and installed.</p> <p>Procedures relating to safeguarding were raised and it was suggested that it should be a project run by the Green Spaces group to ensure this was covered and also in order to provide insurance cover.</p> <p>In principle, the project was agreed, subject to it becoming a Green Spaces Group project and the adoption of a safeguarding policy.</p>	PC/JD
19/444	<p><u>To consider a request from the Green Space Group to hold a Wassail in the village orchard to include a small procession from Deepway Green</u></p> <p>It was proposed to hold the Wassail on Burns Night (Saturday 25 January).</p> <p>The Wassail involved a small procession from Deepway Green to the village orchard via Townfield. Marshalling of the event would need to be in place.</p> <p>Cllr Chandler had already undertaken a risk assessment and the Clerk had taken advice from Whimple Parish Council who held a similar event. Safeguarding, the insurance liability and the requirement for a Temporary Events Notice from TDC should be considered/investigated.</p> <p>It was resolved to approve the request subject to approval from the insurance company, a risk assessment, and safeguarding considerations.</p>	HH PC
19/445	<p><u>Councillors' Reports</u></p> <ol style="list-style-type: none"> Cllr Nuttall enquired whether the Parish Council subscribed to the Exe Estuary management partnership as he was the TDC representative on the Committee. The Clerk explained that Council had resolved, in the past, not to take out membership due to its focus on Dawlish Warren and perceived lack of relevance to Exminster. Cllr Smyth had made contact with a local graffiti artist and would explore costs to enhance the skate park to prevent further graffiti. Cllr Chandler reported that the Green Spaces Group had been offered an Oak Tree. The location for planting would be resolved at a future meeting. Cllr Walledge reminded all Councillors to complete their Community Plan questionnaires. 	JD All
19/446	<p><u>Public Open Session</u></p> <p>Comments:</p> <ol style="list-style-type: none"> Was there any further information on the disruption likely to be caused to residents of Little Silver from the Peamore Development? It was suggested that a meeting was arranged with Ian McLean to receive and update on the development. Cllrs Smith, Walledge and Nuttall expressed an interest in attending. 	JD

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The meeting closed at 21:05

Date of next meeting: Monday 7 October 2019 at 19:30 in the Victory Hall

Signed: ...Brian Aird..... Date: 7 October 2019.....