

Exminster Parish Council Meeting Minutes

Monday 4 November 2019 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Brian Aird

19/504	<p><u>Present</u> Cllr Brian Aird (BA), Cllr Peter Chandler (PC), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), Cllr Charles Nuttall (CN), Cllr John Ponsford (JP), 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) Devon County Councillor: Alan Connett (AC) Teignbridge District Councillor: Charles Nuttall (CN) Public: 1</p>	
19/505	<p><u>Apologies accepted from</u> Cllr Rebecca Watts (RW) – personal reasons Teignbridge District Councillor Andy Swain (AS)</p>	
19/506	<p><u>Declaration of interest on Agenda Items</u> Cllr Chandler declared an interest in the Part II item (19/534) regarding the Deepway Centre as a Deepway Centre Trustee. Cllr Chandler would leave the meeting at the end of Part I.</p>	
19/507	<p><u>Dispensation requests regarding Code of Conduct</u> None.</p>	
19/508	<p><u>Public open session (maximum 10 minutes)</u> No comments.</p>	
19/509	<p><u>To approve the Draft Minutes of the EPC Meeting held on 21 October 2019</u> Resolved.</p>	
19/510	<p><u>County Councillors Report on items other than those on the agenda</u> Devon County Councillor Alan Connett</p> <ol style="list-style-type: none"> 1. had attended a meeting with the Ted Wragg Trust regarding the school at Matford. Community access to the Artificial Turf Pitch (and associated facilities) was discussed. It appeared that there was a disparity between the Trust's understanding and the aspirations of the Parish Council regarding community access. 	
19/511	<p><u>District Councillors Reports on items other than those on the agenda</u> Teignbridge District Councillor Charles Nuttall</p> <ol style="list-style-type: none"> 1. had been unable to contact the stakeholder lead for broadband provision but would continue to pursue; 2. had attended a meeting regarding the Exe Estuary; 3. had attended a Greater Exeter Strategic Plan (GESP) forum meeting. The group were scheduled to meet monthly and Cllr Nuttall would report back to the Parish Council. 	
19/512	<p><u>Chairman's Report</u></p> <ol style="list-style-type: none"> 1. The Twinning Association had invited the Chairman of the Parish Council to attend a tree planting ceremony (in the orchard) and to attend an evening event in the Victory Hall to welcome visitors from Sannerville in May 2020. The invitation had been accepted on behalf of the Chairman in post on 22 May 2020. The Twinning Association would be invited to speak at the Annual Parish Meeting. 	JD
19/513	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none"> 1. The Christmas Tree collection was confirmed as the weekend of the 4/5 January. Trees should be deposited in the motorcycle bay on Dryfield Car Park. 2. At a recent Victory Hall Trust meeting it was agreed to increase the Parish Council's quarterly hire fee from £250.00 per quarter to £262.50 per quarter in line with increase to the regular and ad-hoc hirers fees. 3. Following a conversation with Teignbridge District Council (TDC), the Parish Council's Safeguarding Policy had been amended as follows: <i>"Ensure that photos or videos of children under 18 that clearly identify that child are only taken with written</i> 	

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	<p><i>permission from parents/ carers. If it is a group photo that contains numerous children that are non-identifiable, permission is not required."</i></p> <p>The advice received stated that, as it was impossible to identify adults who may be deemed to be vulnerable, the policy only applied to children under 18.</p> <p>TDC did not deem it necessary to display posters in public places and were pleased that the Parish Council had a safeguarding policy in place.</p> <p>4. A Housing Stakeholders' event would take place on Friday 15 November at the Kenn Centre. Cllr Churchward attended last year and was keen to find out whether affordable housing had been delivered in the district over the last year. The Chairman was available to attend for part of the event.</p> <p>5. Mr Fowler's contract was agreed in part II of the meeting on 21 October. The contract had now been signed.</p> <p>6. The Remembrance Sunday civic service would take place on Sunday 10 November at 10:20.</p> <p>7. Delegated Authority was used in the sum of £312.50 for advice from the Solicitor relating to the Deepway Centre. The invoice would be £812.50 and the original sum approved was £500.00.</p> <p>8. Cllr Churchward asked whether the Parish Council was signing up to the Devon Climate Emergency. It was agreed that a proposal would be put on the agenda for the next meeting.</p>	JD
19/514	<p><u>To agree to end the first part of the meeting by 9.00pm latest to facilitate a full discussion on agenda item 19/534</u></p> <p>Resolved.</p>	
19/515	<p><u>To agree the retention time of signed risk assessments and their appropriate destruction</u></p> <p>The Clerk explained that the agenda item related only to risk assessments that were signed. It was proposed that a 6-month retention period was imposed and authority was given to the leaders of the Litter Picking Group and Green Spaces Group to ensure that this was adhered to.</p> <p>The document retention policy would be amended to reflect this.</p> <p>Resolved.</p>	JD
Planning Matters		
19/516	<u>Planning Applications</u>	
/1	<p>19/01024/FUL, Land Adjacent To 14 Milbury Lane - Erection of a dwelling (revised scheme)</p> <p>Cllr Churchward explained that the new proposal did not include some of the conditions set out in the original application but made better provision for storage and bin storage. It was resolved that the Parish Council support the application subject to;</p> <ul style="list-style-type: none"> • Inclusion of the planning conditions as outlined in the previous application • inclusion of a bird and bat box within the structure 	HH
19/517	<u>Planning Decisions</u>	
	Noted as listed below:	
/1	19/01875/DEM, Land At Matford Home Park South Of A379, Matford - Demolition of existing agricultural barn - Prior Approval Not Required	
/2	APP/P1133/W/19/3231617 – Tank 118 from the Old Pump House, Deepway Lane – conversion of disused water tank into dwelling – Appeal Dismissed	
Other Planning Matters		
19/518	<p><u>To note the re drafted Planning Scheme of Delegations</u></p> <p>Cllr Smith explained the four main changes in the scheme:</p> <ul style="list-style-type: none"> • Ward members were able to call in applications in adjacent parishes if required. • The Parish Council may request that an application was called in, due to material planning considerations (with other caveats). 	

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	<ul style="list-style-type: none"> There were several categories of application that could not be called in that were outlined in the document. Applications on council owned land were no longer required to be heard by the planning committee. <p>The Parish Council welcomed the changes.</p>	
Matford		
19/519	<p><u>To update Council following a meeting held on the 4 November with representatives from the NHS</u></p> <p>The Chairman reported:</p> <ul style="list-style-type: none"> The purpose of the meeting was to encourage communication between NHS Devon Community Care Group (CCG) and the Westbank Practice in order to progress the delivery of Primary Care facilities for the South West Exeter Development. There was a lack of historical knowledge about the work that had already been completed, due to changes in personnel. The Deputy Clerk had since provided the CCG with relevant emails. There were competing demands for limited funding from the CCG. The Westbank Practice needed to submit a business case to the CCG. It was agreed to aim for submission in February 2020. A meeting to ascertain progress was scheduled for 15 January. <p>It was important for the Parish Council to ensure that the matter was progressed with urgency.</p> <p>It was resolved to suspend Standing Orders to allow Cllr Connett to speak.</p> <p>It was suggested that a letter was written to Sarah Ratnage and the head of planning at TDC outlining discussion at the meeting and subsequent concerns, in order that developers could be made aware of the situation and put pressure on the relevant bodies to ensure that the surgery was provided.</p> <p>Standing Orders were reinstated.</p>	HH
19/520	<p><u>To consider updating the Needs Analysis, for the Matford Community Facility, previously completed in 2016, in the sum of £4,000</u></p> <p>The needs analysis was required to inform the facilities required at Matford in the light of changes to facilities provided elsewhere.</p> <p>Concern was expressed that the Parish Council was being driven by Devon County Council's (DCC) timescale and that the timing of the report was premature.</p> <p>It was agreed to defer a decision on commissioning the report until the next meeting and re-circulate a copy of the last needs analysis.</p>	JD
19/521	<p><u>To note the response from Devon County Council regarding the Housing Infrastructure Fund (HIF) monies</u></p> <p>The response had been circulated.</p> <p>It was confirmed funding for the community facility in the development would not be compromised.</p> <p>There were no further questions to be asked at this stage.</p>	
19/522	<p><u>To note any planning matters regarding the Matford development</u></p> <p>No update required.</p>	
Finance Matters		
19/523	<p><u>To note that the Control Procedures have been reviewed</u></p> <p>The only changes proposed were grammatical.</p> <p>Cllr Churchward noted that Cllr Walledge was still listed as the Chairman in appendix B and this should be changed.</p> <p>It was resolved to approve the reviewed procedures subject to the amendment above.</p>	HH
19/524	<p><u>To approve retaining a web site designer to create a 'dark page' for use in the event of the death of a senior public figure at a cost no more than £50</u></p>	

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	Resolved.	HH
19/525	<u>To consider adding the Chairman as an office 365 user in the sum of £7.90 per month ongoing</u> Resolved.	HH
19/526	<u>To consider a request from St Martins Parochial Church Council for payment of:</u> <ol style="list-style-type: none"> 1. the electricity bill for external lighting to the tower of St Martin's Church in the sum of £60.98 Resolved. 2. annual maintenance bill for the Church clock in the sum of £165 (vat not applicable) for financial year 2019/20 Resolved. 3. repairs to the chiming mechanism of the clock in the sum of £625 Resolved. 	HH
Property & Amenities Matters		
19/527	<u>To consider a request from a resident in Crockwells Rd to purchase land in Crockwells Meadow to extend their garden</u> A paper outlining the history of the purchase of Crockwells Meadow by the Parish Council had been circulated. The land was now designated as Public Open Space, presenting barriers to the sale of any part of it. In order to progress any sale, the Meadow would need to be re-designated. This would require the input of TDC and a consultation on any subsequent proposal. It was resolved to decline the request for the aforementioned reason.	JD
19/528	<u>To consider a request from the Green Spaces Group to re plant a hedge, 10 metres in length, on one of the borders of Crockwells Meadow.</u> Cllr Chandler explained the background to the request. The briar would be removed and replaced with saplings. The hedge would be a haven for wildlife. It was confirmed that there were no financial implications for the Parish Council. It was resolved to approve the request.	
19/529	<u>To consider a request that the Parish Council provide a tree for the Plant a Tree Day on 30 November</u> Cllr Churchward had submitted a report outlining TDC's endeavour to attain carbon neutrality by 2025, to which the Parish Council had subscribed and this presented an opportunity for the Parish Council to participate by planting a British, long-lived tree in an open space in the village. It was suggested that an appropriate tree would be a Sweet Chestnut; planted on the land adjacent to the Bowling Green on Reddaway Drive. In principle the Parish Council supported the proposal subject to costs that would be proposed at the next meeting.	JD
19/530	<u>Councillors' Reports – for information only</u> <ol style="list-style-type: none"> 1. Cllr Chandler reported that Ex Parish Councillor Gordon Evans had been appointed Deputy Lord Lieutenant of Devon. 2. Cllr Churchward reported that the library van was unable to park in its allocated space today. It was suggested that the library van could return to its previous venue in Jubilee Close. 	
19/531	<u>Public Open Session</u> Comments: <ol style="list-style-type: none"> 1. The Parish Council was thanked for its financial contribution towards maintenance of the Church clock. 2. It would be interesting to hear a speaker from the Twinning Association at the Annual Parish Meeting. 	

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19/532	<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 19/533 and 19/534 (part II) having due regard to the confidential nature of the business to be transacted.</u> Resolved. Cllr Chandler left the meeting.	
Part II		
19/533	<u>To agree the notes of the Part II meeting held on the 21 October 2019</u>	
19/534	<u>To consider a confidential report relating to the Deepway Centre</u>	
The meeting closed at 21:35 Date of next meeting: Monday 18 November 2019 at 19:30 in the Victory Hall		

Signed:...Brian Aird.... Date:...18 November 2019.....