

Exminster Parish Council Meeting

Minutes

Monday 20 January 2020 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Brian Aird

20/29	<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 Lorne Smyth (LS), Cllr Josie Walledge (JW), Cllr Rebecca Watts (RW). Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Teignbridge District Councillor: Charles Nuttall (CN) Public: 6</p>	
20/30	<p><u>Apologies accepted from</u> Cllr Kevin Smith (KS) – work commitment Devon County Councillor Alan Connett</p>	
20/31	<p><u>Declaration of interest on Agenda Items</u> None declared.</p>	
20/32	<p><u>Dispensation requests regarding Code of Conduct</u> None received.</p>	
20/33	<p><u>Public open session</u> No comments.</p>	
20/34	<p><u>To approve the Draft Minutes of the EPC Meeting held on 6 January 2020</u> Resolved.</p>	
20/35	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none"> 1. Cllr Connett had submitted the suggestion for double yellow lines at the junction of The Buntings and Farm House Rise to the double yellow lines/parking restrictions programme for 2020/21. 2. Following an exchange of emails with Teignbridge District Council (TDC) regarding the Rural Aid grant to replace the flooring in the Victory Hall Annexe it was agreed that the Parish Council would receive invoices and pay the contractors directly to enable the VAT to be reclaimed. This would allow the maximum £2,000 grant funding to be claimed. 3. The Chairman or a representative from the Parish Council were invited to the TDC Civic Service on Sunday 1 March 2020. – no Councillor is able to attend, apologies to be sent 4. The Annual Council Meeting would take place on Monday 4 May 2020. 	JD
20/36	<p><u>To consider the speakers and format of the Annual Parish Meeting (APM) on 9 March 2020</u> Exminster Twinning Association would give a presentation. Working groups of the Parish Council would give updates; Exminster Neighbourhood Development Plan Implementation Group, the Green Spaces Group, the Community Plan Working Party (CPWP) and the Environment Working Party (EWP). Cheese and wine would be offered prior to the meeting. The meeting would be advertised in Scene, on the Parish Council notice board and on Facebook.</p>	JD BA
20/37	<p><u>To consider the Draft Environment Action Plan (EAP)</u> It was resolved to suspend Standing Orders to allow the Chairman of the EWP, Mr Jeremy Pyne, to present an outline of the plan and for the Chairman of the Parish Council to ask Mr Pyne any questions for clarification following the presentation. The presentation outlined the steps taken to formulate the plan and the headings under which the actions fell: Biodiversity, Communications, Transport, Sustainable Energy and Recycling. Discussion by the Parish Council would be fed back to the EWP to refine and agree the final content by the end of March. The Chairman thanked the EWP for putting the plan together and emphasised the importance of engaging residents in implementing the actions. Standing Orders were reinstated.</p>	

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Council discussed the actions:

- ENV2 – It was suggested that the action was amended to clarify that the Parish Council would conduct a carbon footprint exercise on its *own* assets. TDC had a method that could be used for assessment.
- ENV3 – Comments were made on the potential increase in the cost of social and affordable housing rents if new developments were built to Passivhaus and Building for Life (BfL) standards. It was suggested that a dialogue with TDC would be required as the Parish Council could only influence planning applications. Cllr Nuttall agreed to ask TDC about the assessment of planning applications against sustainable/environmental development standards.
- ENV 4 and ENV5 – It was clarified that the Parish Council would not be expected to procure land. The intention was to encourage landowners to manage their land respecting the environment and biodiversity.
It was suggested that a community initiative to upgrade the areas of land identified could be considered.
Enforcement of the safeguarding of spaces was questioned. It was noted that Tree Preservation Orders (TPO) were in place for several trees in the Parish and that the Parish Council could consider placing TPO's on the trees on Parish Council owned land, if appropriate.
It was suggested that the Working Party could consider re-wording some actions to *to investigate* thereby not committing to the actions without exploring the associated costs.
- ENV8 – It was clarified that managed land referred to Milbury Reach, The Buntings and Sentries Orchard developments.
- ENV9 – It was suggested that *Reduce, Re-use, Re-cycle* was added.
- ENV11 – It was noted that this action tied in with ENV3. It was suggested that the Lead Councillor for Environment at TDC could be approached to find out about environmental policies in the emerging Local Plan.
- ENV12 – Cllr Nuttall was following up the provision of bus services for the Matford Development.
It was suggested that it would be difficult to reduce traffic on the A379 at the Matford Roundabout/Bridge Road/A379 to the level required to impact the traffic on Sannerville Way. Add in *lobby Devon County Council* to investigate this.
- ENV13 – The provision of charging points for electric vehicles would be a commercial decision for local businesses, such as the Texaco garage. It was suggested that the wording was changed to *to promote*.
- ENV14 – Concern was expressed about the potential loss of parking spaces in Dryfield car park as a result of this action. Ultimately, this was TDC's responsibility as they owned the car park.
- ENV16 – It was noted that there would be more information about local interest in the provision of additional cycle paths in the Community Plan (CP).
- ENV17 – The need for additional Park and Ride Facilities was noted. However, there was concern about the potential impact on Days Pottles Lane from the proposed Peamore Park and Ride. The wording should be changed to *to consider*.

Questions were raised about who would be responsible for implementation of the actions.

It was resolved to suspend Standing Orders to allow Mrs Caroline Aird to speak regarding dovetailing of the CP with the EAP.

Mrs Aird noted the disparity between asking all the residents' views through the CP, then asking a small subset for their views on environmental issues. Communication between both working parties was key.

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	Standing Orders were reinstated. It was noted that the final version of the Plan would need to take account of the outputs from the Community Plan. The comments from the Council were referred back to the EWP for further consideration and refinement of the Plan. Cllr Nuttall left the meeting.	
Planning Matters		
20/38	<u>Planning Applications</u>	
/1	<p>19/01417/MAJ, Land at South West Exeter NGR 292209 89124, Matford - Details of layout, scale, landscaping and appearance, in respect of a proposal for 99 dwellings and associated, infrastructure and open space</p> <p>The Matford Working Party had discussed the application and circulated comments on the 12 Building for Life criteria. The following points were highlighted as they were concerning:</p> <ul style="list-style-type: none"> • <u>Connections</u> The access to the site from Dawlish Road was considered to be inadequate for the volume of traffic to be generated by this and subsequent developments. Visibility splays appeared to be insufficient for safe exit from the development. • <u>Public Transport</u> There were no bus stops indicated on this parcel and there appeared to be no safe access (i.e. pavements on Dawlish Road) to off-site bus stops. • <u>Public and Private Spaces</u> The provision of LAPs and LEAPs was not outlined within this parcel, although it was noted that there was a large public open space within walking distance. <p>It was resolved to comment on the application as per the document circulated that includes the aforementioned points.</p>	HH
/2	<p>19/02577/MAJ, Land at Matford Home Park, South of A379 - Engineering operations in relation to archaeological investigations</p> <p>It was explained that the application was to allow Cavanna Homes to access the site to undertake archaeological investigations prior to development commencing. This application would not trigger Community Infrastructure Levy (CIL). The application was noted.</p>	
/3	<p>19/02466/FUL, Fern Cottage, Exminster - Extension to provide new entrance hall, study, utility and shower room at ground floor level and new master bedroom and ensuite at first floor level</p> <p>The property lay outside of the village settlement limit and was subject to Neighbourhood Development Plan policy EXM03 (Quality of Design) and EXM02 (Open Countryside). A similar application had been submitted by the previous owners in 2007 and approved but not implemented. It was resolved to support the application and comment as follows:</p> <ul style="list-style-type: none"> • the windows should be wood grain to conform with the rest of the dwelling; • suitable crevices for roosting bats should be installed in the roof on a westerly elevation to allow bats to access the space between the tiles and the bitumen felt; • a house sparrow terrace such as Schwegler 1SP should be installed on external walls on the eastern aspect; • a bee brick for solitary bees should be provided. 	HH
20/39	<u>Planning Decisions</u> Noted as listed below:	
/1	20/00007/TPO, Land at south west Exeter NGR 292831 88702, Matford - Works to trees in Area A2 as specified in submitted report – CONSENT GRANTED	
/2	19/02308/FUL, 106 Old Quarry Drive – Conversion of integral garage to study - GRANTED	
Other Planning Matters		
20/40	<u>To update Council on a meeting held on the 15 January with representatives from the Westbank surgery and Devon County Council</u>	

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	<p>Notes from the meeting had been circulated. The following points were highlighted:</p> <ul style="list-style-type: none"> • An action from the meeting was to seek an agreement in principle from the Clinical Commissioning Group (CCG) that an additional branch surgery was warranted in the Matford Development. Following the meeting it transpired that NHS England had already determined the need. • The practice that would take on the branch surgery had not been determined. It was established that it would not be financially viable to have the two practices adjacent to the development working together from the same premises. • When the operating practice was confirmed Devon County Council could commission provisional design work. • Bus provision between the Matford development and Exminster was briefly discussed. 																												
20/41	<p><u>To note any planning matters regarding the Matford development</u> No update required.</p>																												
Finance Matters																													
20/42	<p><u>RFO's report</u> Direct debit payments during November and December were noted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Month</th> <th style="width: 65%;"></th> <th style="width: 20%;">£</th> </tr> </thead> <tbody> <tr> <td>Nov</td> <td>NEST pension scheme contributions</td> <td style="text-align: right;">100.39</td> </tr> <tr> <td></td> <td>Utility Warehouse (Electricity)</td> <td style="text-align: right;">33.76</td> </tr> <tr> <td></td> <td>NW Bankline</td> <td style="text-align: right;">4.80</td> </tr> <tr> <td>Dec</td> <td>Staples</td> <td style="text-align: right;">158.44</td> </tr> <tr> <td></td> <td>NEST pension scheme contributions</td> <td style="text-align: right;">100.39</td> </tr> <tr> <td></td> <td>Utility Warehouse (Electricity)</td> <td style="text-align: right;">37.57</td> </tr> <tr> <td></td> <td>NW Bankline</td> <td style="text-align: right;">4.80</td> </tr> <tr> <td></td> <td>Communicate Better</td> <td style="text-align: right;">32.34</td> </tr> </tbody> </table>	Month		£	Nov	NEST pension scheme contributions	100.39		Utility Warehouse (Electricity)	33.76		NW Bankline	4.80	Dec	Staples	158.44		NEST pension scheme contributions	100.39		Utility Warehouse (Electricity)	37.57		NW Bankline	4.80		Communicate Better	32.34	
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20/43	<p><u>Accounts for Approval</u> It was resolved to approve payments in the sum of £9328.54</p>	HH																											
20/44	<p><u>Draft accounts for December 2019</u></p>																												
/1	<p><u>Budget Comparison Report</u> A question was raised about the forecast to year-end figures in relation to the setting of the budget for 2020/2021. The RFO did not have the precise figures available at the meeting.</p>																												
/2	<p><u>Balance Sheet</u> Clarification was sought on the use of the CP Project Fund and the Assets Sinking Fund. The history of the CP Project Fund was outlined, and it was explained how these funds could be used for projects currently being worked up. Assets covered by the Assets Sinking Fund were clarified.</p>																												
20/45	<p><u>To set the budget for the 2020/21 financial year</u> A paper explaining the process undertaken by the Budget Working Party (BWP) in formulating the 2020/21 revenue budget had been circulated. It was resolved to approve the budget as recommended by the BWP with expenditure in the sum of £147,068.00.</p>	HH																											
20/46	<p><u>To set the precept for the 2020/21 financial year</u> Discussion took place about the need to increase the precept with consideration to the funds held in reserve. The BWP had recommended an increase of 1%. Following further discussion, it was proposed that the precept was raised by 1% to £85.27 per band D property. Resolved (4 in favour, 4 against, Chairman had the casting vote).</p>																												

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	The budget paper contained a further proposal to vire £30,000 from the General Fund to a new designated contingency fund for grounds maintenance. This was to mitigate the impact of a future rise in the cost of grounds maintenance, over a 2-3 year period, on the precept. Resolved.	HH
20/47	<u>To Review the Council's Reserves Policy</u> The BWP had reviewed the policy and explained the changes to the reserves required for staffing. It was resolved to approve the reviewed policy.	JD
Property & Amenities Matters		
20/48	<u>To authorise the sum of up to £250 to clear the vegetation overhanging the Berrybrook from the opposite bank</u> The background to the proposal had been explained at a previous meeting. The sum required was in addition to work carried out under Mr Fowler's contract. Resolved.	JD
20/49	<u>To note the annual rent for the Exminster Allotment Society in the sum of £163.60 as per the 2019 RPI index referenced in the Management agreement</u> The Allotment Society had submitted their statement of accounts and annual report. Noted.	
20/50	<u>To approve the following Parish Council Policies & Procedure:</u> Discussion took place as to whether Human Resources advice was required to ensure that the policies were adequate. It was explained that the Parish Council were advised of any legislative changes and that policies were revised accordingly. This may require the policy to be updated prior to its review date. <ol style="list-style-type: none"> 1. Equality & Diversity The review period should be changed to bi-annual within the body of the document. Resolved to approve with the aforementioned amendment. 2. Maternity, Paternity & Adoption Resolved. 3. Grievance It should be written into the policy that the Chair is excluded from the process if the grievance is about the Chair. Resolved to approve with the aforementioned amendment. 	JD
20/51	<u>Councillors' Reports</u> <ol style="list-style-type: none"> 1. Cllr Churchward reported that the CP results were being analysed and a report was in the process of being written. 2. Cllr Churchward reported that a water leak in Gissons had been rectified. 3. Cllr Chandler reminded Council that the Wassail would take place on 25 January starting at 2pm from the Deepway Centre. 	
20/52	<u>Public Open Session</u> Comments: <ol style="list-style-type: none"> 1. A better method of communication between the Parish Council working parties needed to be established. Emerging actions from the CP were at odds with the EAP and an agreement on how to work together was necessary. 2. Disappointment was expressed on the split vote on the precept; the increase proposed was 84p per annum. Ringfencing of Parish Council funds was unclear. 	
Meeting closed 21:23 Date of next meeting: Monday 3 February 2020 at 19:30 in the Victory Hall		

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Signed:...Brian Aird..... Date:...3 February 2020.....