

Exminster Parish Council Meeting Minutes

Monday 16 March 2020 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Brian Aird

20/118	<p><u>Present</u> Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), Cllr Charles Nuttall (CN), Cllr Kevin Smith (KS), Cllr Josie Walledge (JW). Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Teignbridge District Councillor: Charles Nuttall (CN) Public: 4</p>	
20/119	<p><u>Apologies accepted from</u> Devon County Councillor Alan Connett (AC) Cllr John Ponsford (JP) – Work commitment Cllr Lorne Smyth (LS) – Public health advice Cllr Peter Chandler (PC) – Public health advice Cllr Renata Szewczyk (RS) – Public health advice Cllr Rebecca Watts (RW) - Public health advice</p>	
20/120	<p><u>Declaration of interest on Agenda Items</u> None declared.</p>	
20/121	<p><u>Dispensation requests regarding Code of Conduct</u> None received.</p>	
20/122	<p><u>Public open session</u> No comments.</p>	
20/123	<p><u>To approve the Draft Minutes of the EPC Meeting held on 2 March 2020</u> Resolved.</p>	
20/124	<p><u>Clerk's Report</u> Standing Orders were suspended to allow discussion on COVID-19. Dr Wong from the Westbank Practice (WP) and Matthew Byrne, Chief Executive from Westbank Healthy Living Centre (WHLC) were in attendance.</p> <ol style="list-style-type: none"> Matthew Byrne explained that due to the latest "social distancing" advice, many of the services provided at WLHC would be suspended from tomorrow. Where possible services such as patient transport, volunteer support, catering and childcare would be tailored to the situation. Staff would be directed towards assisting the community in coping with the pandemic. A pragmatic approach would be adopted. WHLC served a number of adjacent parishes, in addition to Exminster, and it was the intention that an information leaflet with key messages about health and welfare would be distributed to all households. A draft leaflet was circulated for comment. A meeting would take place later this week involving representatives from services across the parishes to facilitate a co-ordinated response; encouraging volunteers to come forward and to identify those who required help. Cllrs Aird and Nuttall and the Clerk would attend on behalf of the Parish Council. <p>Dr Wong explained that WP were currently operating a full triage system to protect its workforce. As the practice did not have a Social Media presence, assistance was sought to deliver timely and accurate information.</p> <p>There was agreement that a single source of communication and advice for the community would be valuable. Discussion around where this was best placed followed. It was suggested that Exminster Online (Facebook page) had a large following and would therefore be appropriate. Cllr Aird agreed to make contact with the moderators to see if this was viable. Matthew Byrne said that WHLC staff would be able to assist with moderation.</p> <p>It was noted that not all people had access to Social Media and that some other method of disseminating information was required. It was suggested that posters pointing people towards the communication source were displayed in the village.</p>	<p>BA/ CN</p> <p>BA</p>

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	<p>Standing Orders were reinstated. Dr Wong and Matthew Byrne were thanked for attending the meeting.</p> <ol style="list-style-type: none"> 2. In consultation with Cllr Madge, permission had been granted to the owners of 24 Crockwells Road to temporarily access the rear of their property from Crockwells Meadow to facilitate building work, as per the conditions agreed 3. The BT public telephone box near the Victory Hall would remain in situ. 4. A young person, working towards their Duke of Edinburgh Award, would be volunteering as a litter picker in the village. 	
20/125	<p><u>To agree the amended Draft Environmental Action Plan (EAP)</u> Council had commented on the draft plan at the Parish Council meeting on 20 January. Amendments to the plan had been made accordingly. It was agreed that the content of the plan was acceptable. Concern was expressed that the target times for the short-term actions may slip because of COVID-19 restrictions. It was agreed that the target dates should remain, as stated as they were self-imposed, but to acknowledge that they may be unachievable in current circumstances. There were actions that could still be addressed as they would not be affected by social-distancing measures, such as considering a communications strategy or a steering group. Standing Orders were suspended to allow the Chairs of the Environment Working Party, Jeremy Pyne, and Community Plan Working Party, Caroline Aird, to speak. A conversation had taken place between the Chairs about the overlap between the Community Plan and EAP. It was suggested that it would be better to have a communications strategy that encompassed both plans alongside a steering group to manage the implementation of both plans together. Standing Orders were reinstated. It was resolved to accept the EAP as a draft, subject to a further discussion on implementation mechanisms in conjunction with the Community Plan; and that the Environment Working Party could continue to act as a focus for immediate actions in the interim period.</p>	JD
20/126	<p><u>To consider any potential projects which could benefit from the Rural Aid Scheme 2020</u> Ideas for projects will be collated by the Clerk.</p>	JD
20/127	<p><u>To approve the quote of £200 plus VAT from 'HR Dept, Exeter' to review Parish Council Policies and Contracts</u> Resolved.</p>	JD
Planning Matters		
20/128	<u>Planning Applications</u>	
/1	<p>20/00381/FUL, 158 Milbury Farm Meadow - Conversion of an internal garage into a playroom and utility room including replacing garage door with a window Concern was expressed about the loss of a parking space due to the conversion of the garage; thereby encouraging parking on the road. It was resolved to object to the application due to loss of parking amenity.</p>	HH
20/129	<u>Planning Decisions</u> Noted as listed below	
/1	20/00303/TPO, 26 Pridhams Way - Crown lift two lime trees to 9m above ground level - SPLIT DECISION Part Approval and Part Refusal	
/2	20/00001/TPO, Land at south west Exeter, NGR 292377 88776 - Removal of trees in Area A2 identified as 01, 01a, 02, 03, 04, TG1, TG2, TG3, TG4 and 013 on the submitted plan - SPLIT DECISION Part Approval and Part Refusal	
/3	19/00736/MAJ, Land At South West Exeter NGR 291652 89142, Markham Lane - Details Of 108 Dwellings And Associated Infrastructure And Open Space - Pursuant To Outline	

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	Permission 15/00708/Maj (Approval Sought For Layout, Scale, Landscaping And Appearance) – APPROVED													
/4	20/00288/FUL, 39 Jupes Close, single storey front extension - GRANTED													
/5	20/00043/FUL, 112 Berrybrook Meadow, two storey side extension and replacement garage - GRANTED													
/6	19/02466/FUL Fern Cottage, extension to provide new entrance hall, study, utility and shower room at ground floor level and new master bedroom and en-suite at first floor level - GRANTED													
Other Planning Matters														
20/130	<u>To note any planning matters regarding the Matford development</u> The Matford Working Party needed to discuss (potentially by virtual means) and formulate a response to 20/00291/MAJ, Land off Chudleigh Road.	JP/ MWP												
Finance Matters														
20/131	<u>RFO's report</u> 1. Direct Debits during February: <table border="1" style="margin-left: 20px; width: 50%;"> <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;">100.39</td> </tr> <tr> <td>Utility Warehouse (Electricity)</td> <td style="text-align: right;">38.16</td> </tr> <tr> <td>NW Bankline</td> <td style="text-align: right;">4.80</td> </tr> <tr> <td>Information Commissioner</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>Staples</td> <td style="text-align: right;">72.58</td> </tr> </tbody> </table> 2. The Internal Auditor would visit on 25 March.		£	NEST pension scheme contributions	100.39	Utility Warehouse (Electricity)	38.16	NW Bankline	4.80	Information Commissioner	35.00	Staples	72.58	
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20/132	<u>Accounts for Approval</u> It was resolved to approve payments in the sum of £9,124.36	HH												
20/133	<u>Draft accounts for February 2020</u>													
/1	Budget Comparison Report Noted.													
/2	Balance Sheet Noted.													
20/134	<u>To resolve to delegate authority to the Chairman and/or Vice Chairman, in conjunction with the Clerk or Deputy Clerk, to approve payments in the event that public Parish Council meetings are not permitted due to Public Health restrictions.</u> The National Association of Local Councils (NALC) guidance was being regularly updated in response to COVID-19 and there was the potential that public meetings may be suspended. It was noted that it may be difficult to meet statutory deadlines. Discussion regarding social-distancing measures and the potential of self-isolation for at-risk groups took place. It was agreed that, wherever possible, the Chairman and/or Vice Chairman would be consulted by the Clerk/Deputy Clerk regarding Parish Council business, but that it was prudent to make alternative arrangements in case they were unavailable. Therefore, it was agreed that the proposal should be amended as follows: To suspend meetings of the Parish Council with immediate effect until a meeting is convened by the Clerk/Deputy Clerk in consultation with any two Parish Councillors. Resolved.													
20/135	<u>To resolve to delegate authority to the Chairman and/or Vice Chairman, in conjunction with the Clerk or Deputy Clerk, to approve planning matters in the event that public Parish Council meetings are not permitted due to Public Health restrictions.</u> In accordance with the resolution above (20/134), the proposal was amended as follows: To resolve to delegate authority to the Clerk/Deputy Clerk, in consultation with any two Parish Councillors, to approve payments, planning matters and any other matters associated with Parish Council business until public Parish Council meetings are resumed.													

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	<p>Resolved. Formal recording of decisions taken would be communicated to all Councillors and would be posted on the notice board every first and third Monday of the month. The minutes of this meeting would be approved as above so that they could be displayed on the notice board as soon as possible.</p>	
20/136	<p><u>To consider a Community Grant application from Coffee on the Corner in the sum of £500</u> Funds were sought to replace patio tables and chairs. Resolved.</p>	JD/ HH
Property & Amenities Matters		
20/137	<p><u>To consider quotations for replacement of the gate to the under 8's area at Deepway</u> Two quotations had been received in the sums of £1503.00 and £1976.50 (both excluding VAT) It was resolved to accept the quotation from Ministry of Play in the sum of £1503.00 plus VAT.</p>	HH
20/138	<p><u>To consider a proposal from Exminster Recreational Trust to make improvements to the Pavilion/Clubhouse</u> The Trust were looking at the feasibility of making improvements to the facilities at the Clubhouse. Three estimates had been obtained for the work, but the Trust was unable to fund the work itself. The clubhouse and associated activities were community assets, but concern was expressed about the availability of the facilities to the wider community. There were also concerns about increased parking, but it was noted that there was still an intention to open up land adjacent to the pavilion to accommodate this. It was agreed in principle to support this project but to encourage the trust to seek grant funding. It was agreed that the Parish Council would also support an application to the Rural Aid grant fund. The project could potentially qualify for CIL money as the demand for space has resulted from the growing size of the village. Details of how the Trust would make the facilities available to the public were sought to allow the Parish Council to consider the proposal further.</p>	JW/KS
20/139	<p><u>Councillors' Reports</u></p> <ol style="list-style-type: none"> 1. Cllr Walledge reported that she had attended a meeting of the Marsh Barton Forum regarding development in and around Exeter. There was a strong focus on ensuring that developments were well served by public transport. Cllr Walledge had explained the situation with lack of bus provision in the South West Exeter development. 2. Cllr Walledge suggested that the Council should investigate the possibility of using Microsoft Teams, part of the Council licence with Microsoft, for online collaboration during the suspension of EPC meetings 2. Cllr Nuttall reported that the reviewed Teignbridge Local Plan would be open for consultation in late March. This would be followed by the Greater Exeter Strategic Plan. Council was advised to scrutinise the content. 	HH
20/140	<p><u>Public Open Session</u> Comments:</p> <ol style="list-style-type: none"> 1. Local businesses and organisations were likely to be adversely affected by public health restrictions. What could be done to mitigate this? 2. The Parish Council needed to support WHLC in their efforts to assist the community through this difficult time. 3. The tree near the bowling green that was lost during recent high winds would be replaced by the Green Spaces Group. 	
<p>The meeting closed at 21:20 Date of next meeting to be advised.</p>		

**Exminster Parish Council Meeting
Minutes**

Monday 16 March 2020 at 19:30 in the Victory Hall, Main Road, Exminster

Signed:..... Date:..24 March 2020.....

APPROVED by Delegated Authority as per minute 20/135 by:

Jill Daw (Clerk), Cllr Brian Aird (Chairman) and Cllr Kevin Smith (Vice Chairman)