

Exminster Parish Council Meeting

Minutes

Monday 1 June 2020 at 19:30 – Remote meeting via internet

Chairman: Brian Aird / Kevin Smith

		Action
20/141	<p><u>Present</u></p> <p>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).</p> <p>Clerk: Mrs Jill Daw (JD)</p> <p>Deputy Clerk: Mrs Helen Hibbins (HH)</p> <p>Devon County Councillor: Alan Connett (AC)</p> <p>Teignbridge District Councillors: Charles Nuttall (CN)</p> <p>Public: 4</p>	
20/142	<p><u>Apologies accepted from</u></p> <p>Cllr Josie Walledge (JW) - illness</p> <p>Cllr Rebecca Watts (RW) – personal reasons</p>	
20/143	<p><u>Reminder of protocol for virtual meetings</u></p> <p>Noted.</p>	
20/144	<p><u>Election of Chairman and Declaration of Acceptance of Office</u></p> <p>Cllr Aird had resigned as Chair.</p> <p>Cllr Smith was nominated as Chairman by Cllr Aird and seconded by Cllr Nuttall. There were no other nominations. Following a vote, Cllr Smith was elected as Chairman. The Declaration of Acceptance of Office will be signed and witnessed as soon as practically possible.</p> <p>Cllr Aird thanked Cllr Smith for his support as Vice-Chairman.</p> <p>Cllr Aird was thanked for his time in office.</p> <p>As Cllr Smith was the outgoing Vice-Chairman, a new Vice-Chairman was sought. Cllr Madge proposed Cllr Aird, who agreed but stressed that this would be in the short-term only; Cllr Chandler seconded, and following a vote, Cllr Aird was elected as Vice-Chairman.</p>	JD/KS
20/145	<p><u>Declaration of interest on Agenda Items</u></p> <p>Cllr Madge declared an interest in 20/158/4 and would not speak or vote on the item.</p> <p>Cllr Ponsford declared an interest in 20/158/4.</p>	
20/146	<p><u>Dispensation requests regarding Code of Conduct</u></p> <p>None received.</p>	
20/147	<p><u>Public open session</u></p>	

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	<p>Comments:</p> <ol style="list-style-type: none"> 1. Two representations were made about the proposed development in the grounds of Exminster House (20/158/1). There were concerns about loss of privacy for near neighbours and the impact on the boundary hedge that was installed by the Environment agency as a wildlife haven. 2. Regarding the application for 92 Sentry's Orchard (20/158/4), a representation was made that residents were not able to see into Highlands from their windows. The developer had supplied plain glass to replace the obscured glass that was initially installed. 	
20/148	<p><u>To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.</u></p> <p>Resolved.</p> <p>Cllr Aird left the meeting due to personal reasons.</p>	JD
20/149	<p><u>To note the Approved Minutes of the EPC Meeting held on 16 March 2020</u></p> <p>Noted.</p>	
20/150	<p><u>County Councillors Report on items other than those on the agenda</u></p> <p>Devon County Councillor (DCC) Alan Connett</p> <ol style="list-style-type: none"> 1. thanked all those in the community and on the front line who had responded to the Covid-19 pandemic. 2. advised those concerned about the hedge boundary for the proposed Exminster House development to check for Tree Preservation Orders with the planning department at Teignbridge District Council (TDC). 3. had asked Highways about the feasibility of a temporary Road Traffic Order to limit speed to 20mph on the main road through the village in order to protect pedestrians when social distancing. This had initially been discounted but would continue to be pursued. 4. continued to pursue the provision of a crossing near the Motorway Bridge. 	
20/151	<p><u>District Councillors Reports on items other than those on the agenda</u></p> <p>Teignbridge District Councillor Charles Nuttall stated that he was working closely with Cllr Connett on Highways matters.</p>	
20/152	<p><u>Chairman's Report</u></p> <p>No update.</p>	
20/153	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none"> 1. Discussions with Aubergine regarding the design of a WCAG 2.1 AA compliant website had taken place. During the build, the site map for the current website would be used; to be modified later in the process. 	

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	<p>2. Westbank Healthy Living Centre continued to co-ordinate the volunteer response (approximately 250 volunteers) to support the community in numerous ways, during the pandemic. Shopping, the collection of prescriptions and hot meal deliveries were all taking place.</p> <p>3. The Public Rights of Way office had reported to TDC that the land at Treetops may be used for more than weekend occupation and recreation. An inspector would attend and report back when current movement restrictions were lifted. [Cllr Churchward reported that there was livestock - tended to daily - on site].</p> <p>4. An email had been received from a concerned resident regarding the potential danger of people using the road to socially distance and how traffic could be restricted/slowed to reduce the danger. Cllr Connett had taken up the issue with DCC and been in touch with the resident.</p> <p>5. The RFO had circulated the Finance Reports to Council that would normally be presented at the second Council meeting of the month.</p> <p>6. A response had been sent to TDC's ACTION on climate, regarding funding proposals for emergency active travel plans.</p> <p>7. Further to the action from the Parish Council meeting on 3 February, the Staff Employment Policies and Procedures were reviewed by Belinda Newton, Human Resource specialist, and amended to comply with current employment law.</p>	
20/154	<p><u>To note the delegated decisions taken between 16 March 2020 and 1 June 2020 as per the resolution recorded in minute 20/135 of 16 March 2020.</u></p> <p>Noted. (Listed in appendix).</p>	
20/155	<p><u>To set a date for the next virtual Parish Council meeting, if current restrictions continue</u></p> <p>It was resolved to hold virtual Parish Council meetings on the first Monday of each month. Date of next meeting - Monday 6 July 2020.</p>	JD
20/156	<p><u>To review the current arrangements regarding delegated decisions and resolve to continue them if appropriate</u></p> <p>It was resolved to retain the current arrangements regarding delegated decisions as per minute number 20/135 on 16 March 2020.</p>	
20/157	<p><u>To nominate a Councillor Trustee to the Deepway Centre Trust</u></p> <p>It was agreed to re-agenda this item in July.</p>	JD
PLANNING MATTERS		
20/158	<u>Planning Applications</u>	

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<p>/1</p>	<p>20/00639/FUL, Rear of Exminster House, Miller Way - Six dwellings and associated works</p> <p>The development was proposed on a grassed area to the rear of Exminster House; designated a brown-field site.</p> <p>The application information on the TDC planning portal was inconsistent.</p> <p>It was resolved to object to the application and comment as follows:</p> <ul style="list-style-type: none">• The site appeared over-developed. The building was considered overbearing and not in keeping with surrounding properties.• The rear of the proposed building was approximately 4m away from the rear of 2 Miller Way and would impact on the amenity of the residents.• The development would not provide affordable rental opportunities in the parish; contrary to Local Plan Policies (LPP) S21 Villages and WE2 Affordable Housing Site Targets.• The development would result in the loss of open space and the communal area for occupants of the flats in Exminster House.• There were inconsistencies regarding the numbers of bedrooms in the new units, and provision of a 20-cycle, bicycle store to supplement on-site parking in section 9 of the application.• If the application was approved, a preservation order should be made for the existing boundary hedge to maintain biodiversity.	<p>HH</p>
<p>/2</p>	<p>20/00687/FUL, 46 Crockwells Close - Single storey rear and side extension</p> <p>The property was situated in flood zone 3. The floor height of the new extension would be below the floor height of the existing property.</p> <p>The extension would reach out to the side boundaries of the plot and 4m out from the rear of the property. The property backed onto Crockwells Meadow.</p> <p>It was resolved to object to the application and comment as follows:</p> <ul style="list-style-type: none">• Due to the height and length of the boundary wall the proposal is overbearing to No. 48 contrary to LPP S1 Sustainable Development Criteria.• To meet Neighbourhood Development Plan Policy (NDPP) EXM3 Quality of Design and LPP S2 Quality Development, all new windows should be in white UPVC to reflect the established characteristics of the other dwellings along Crockwells Close and within the Crockwells estate as a whole. Additionally, the proposed cladding of the rear of the property should be revised to reflect the character of the other dwellings that back onto Crockwells Meadow.• To meet LPP S1e Sustainable Development Criteria any proposed window overlooking No 48 should be fixed, obscured glass.• To meet burgeoning biodiversity expectations a house sparrow terrace such as Schwegler 1SP and a bee brick could be installed on the eastern external wall.	<p>HH</p>

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/3	<p>HS/DCC/4173/2020, Kenbury Wood Landfill Site, Old Dawlish Road, Kennford, Section 73 application to vary condition 10, of permission 16/01969/DCC (Consolidating application for the retention of the integrated waste management facility for the processing, transfer and recycling of waste and production of recycled aggregates, including offices, parking, hardstanding, associated plant and equipment and the extension in time (20 years) and area of the inert landfill) to raise throughput from 75,000 to 120,000 tonnes per annum</p> <p>It was resolved not to comment on this application.</p>	
/4	<p>20/00103/FUL, 92 Sentrays Orchard - Change frosted glass to clear glass in ends of bay windows</p> <p>This was a retrospective application to authorise the modification that had already occurred. The history of the planning condition, in place to protect the privacy of the residents of Highlands, was explained.</p> <p>Due to the presence of a high fence close to the bay windows, it was thought that obscured glazing would be more beneficial on the upstairs windows.</p> <p>It was resolved to object to the application due to privacy concerns of the upper floor windows looking into the dwelling at Highlands.</p>	HH
20/159	<p><u>Planning Decisions</u></p> <p>Noted as listed below:</p>	
/1	<p>20/00346/TPO, Limes Court, Main Road - Prune one lime tree (T1) to clear building by 3m and crown lift to 3m above pavement - GRANTED</p>	
/2	<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 - GRANTED</p>	
/3	<p>20/00191/FUL, 44 Crockwells Road - Single Storey Rear Extension And Enlarge Existing Patio Area - GRANTED</p>	
/4	<p>20/00512/TPO, Land at south west Exeter NGR 292831 88702, Matford - Fell group of trees identified as TG12 on submitted plan - GRANTED</p>	
/5	<p>19/01130/MAJ, Land At South West Exeter Ngr 291652 89142, Markham Lane - Approval Of Details For The Construction Of 160 Dwellings, Public Open Space, Landscape Planting, Ecological Mitigation Measures, Pedestrian, Cycle And Vehicular Links And Associated Infrastructure (Approval Sought For Appearance, Layout, Landscaping And - GRANTED</p>	
/6	<p>20/00565/FUL, 56 Old Quarry Drive - Conversion of single garage to additional living accommodation - GRANTED</p>	
/7	<p>20/00567/FUL, 26 Berrybrook Meadow - Single storey extension - GRANTED</p>	
/8	<p>20/00517/FUL, 74 Old Quarry Drive - Single storey side extension - GRANTED</p>	

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OTHER PLANNING MATTERS		
20/160	<p><u>To consider a report on the consultation on the draft Teignbridge Local Plan (Part 1) 2020-2040</u></p> <p>Discussion deferred to the Parish Council meeting on 6 July. The deadline for submissions had been extended to 13 July.</p> <p><u>To agree the comments to submit to Teignbridge District Council regarding the above plan.</u></p> <p>Discussion deferred to the Parish Council meeting on 6 July.</p>	JD
20/161	<p><u>To consider the response from Teignbridge District Council regarding the bus services for South West Exeter and Exminster</u></p> <p>The response had been circulated.</p> <p>Cllr Ponsford noted the difficulty of timescales when considering the provisioning of a bus service. It was unknown when there would be sufficient houses built to sustain a bus service. However, pressure should be kept on TDC to resolve the issue. Within the S106 agreement sustainable travel vouchers of £350 per household would be provided. Could this form a contribution to a bus service?</p> <p>It was resolved that Cllr Ponsford would draft a response to TDC. The response would be stand-alone from the Parish Council – but copied to Cllrs Connett and Nuttall.</p> <p>Cllr Nuttall left the meeting due to technical difficulties.</p>	JP
20/162	<p><u>To update on any matters regarding the Matford development</u></p> <ol style="list-style-type: none"> 1. The Matford Working Party met on 13 May to discuss the naming of the South West Exeter settlement, currently known as Matford, and streets within. A recommendation would be made at a future Parish Council meeting. 2. A meeting with the Ted Wragg Trust was being arranged. 3. The South West Exeter roadshow (due to take place in May) was indefinitely postponed. Information on progress of the development would be published on the South West Exeter website by DCC. 4. It was anticipated that work on the Cavanna junction (A379 between the Matford Roundabout and Devon Hotel Roundabout) would commence in July. 5. DCC had received a draft contract for the Housing Infrastructure Funding. 	HH/JD
FINANCE MATTERS		
20/163	<p><u>Accounts for Approval</u></p> <p>It was resolved to approve payments in the sum of £626.40</p>	HH
20/164	<p><u>To consider the Internal Auditor's report for the 2019/20 Financial Year</u></p>	

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	<p>The report had been circulated.</p> <p>The one recommendation, to include the Home as Office Allowance on the payslips for the Clerk and Deputy Clerk/RFO had already been actioned.</p> <p>It was resolved to approve the report.</p>	
20/165	<p><u>To approve the Annual Governance statement for the 2019/20 Financial Year</u></p> <p>Each individual statement was read out and approved.</p> <p>It was resolved to approve the Annual Governance Statement.</p> <p>Due to Covid-19 restrictions it was not possible to sign the statement at the meeting. Signing would take place at the earliest opportunity.</p>	HH/JD KS
20/166	<p><u>To approve the Statement of Accounts for the 2019/20 Financial Year</u></p> <p>Supporting documents had been circulated with the Statement of Accounts.</p> <p>It was resolved to approve the Statement of Accounts for the 2019/20 Financial Year.</p> <p>Due to Covid-19 restrictions it was not possible to sign the statement at the meeting. Signing would take place at the earliest opportunity.</p>	HH/KS
PROPERTY & AMENITIES MATTERS		
20/167	<p><u>To approve the Unauthorised Encampment Procedure</u></p> <p>It was agreed to defer this item to the meeting on 6 July as new information had recently been received that may require the document to be revised prior to authorisation.</p>	JD
20/168	<p><u>To discuss any issues raised by the action of Travellers camping on land on the Highway near the motorway bridge.</u></p> <p>Concern had been expressed, by a resident, that the area of land adjacent to Reddaway Drive was vulnerable to traveller encampment.</p> <p>The Clerk had taken advice on measures that could be used to discourage traveller encampment and, other than building a large bank boundary, there was little that would be effective. Additionally, access would need to be maintained to areas to allow grass cutting and grounds maintenance to take place.</p> <p>At this time there was no appetite to consider restrictions.</p>	
20/169	<p><u>To update on actions taken to restrict access to the facilities at Deepway Green in line with Government policy</u></p> <p>Access restrictions to the recreational facilities, in line with government advice, had been followed. The Tennis Court and MUGA were now open but the Skate Park, Outdoor Gym and under 8's play area remained closed.</p> <p>There had been numerous incidents of the skate park being used, despite measures being taken to deter use; latterly, netting had been put around</p>	

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	equipment, but this was still not completely effective. Other local skate parks had had Heras fencing installed around the perimeter, but this was costly. The police were aware of the situation and would continue to patrol the area.	
20/170	<u>To approve the updated Staff, Councillor and Role Holders Privacy notice</u> Resolved.	
20/171	<u>To approve the updated General Privacy notice</u> Resolved.	
20/172	<u>Councillors' Reports – for information only</u> None.	
20/173	<u>Public Open Session</u> Comments: 1. Regarding item 20/158/4: It should be taken into consideration that other properties in the vicinity of 92 Sentry's Orchard also overlooked Highlands but did not have obscured glazing.	
The meeting closed at 21:25 Date of next meeting: 6 July 2020, 19:30		

Signed:..... Date:...10 June 2020.....

APPROVED by Delegated Authority as per minute 20/135 and 20/156 by:

Jill Daw (Clerk),

Cllr Kevin Smith (Chairman)

Cllr Derek Madge

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APPENDIX

Exminster Parish Council List of Delegated Authority Decisions

In accordance with minute 20/135 of 16 March 2020:

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.

The following decisions have been made:

Number	Date	Decision	Authorised by	In conjunction with	
				Councillor	Councillor
1	23/03/2020	To approve the minutes of the Parish Council Meeting on 16 March 2020	Jill Daw (Clerk)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
2	25/03/2020	To approve a community small grant application in the sum of £500 from Connect Exminster to fund fresh food for the local foodbank during Covid-19 restrictions	Jill Daw (Clerk)	Brian Aird (Chairman)	Josie Walledge (Lead Councillor for Finance)
3	26/03/2020	To approve payments in the sum of £1490.89	Helen Hibbins (RFO)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
4	26/03/2020	To approve a response to planning application 20/00291/MAJ - Land off Chudleigh Road, Alphington 35 residential apartments with associated car parking. As discussed (by email) by the Matford Working Party	Helen Hibbins (RFO)	Brian Aird (Chairman)	John Ponsford (Chairman of the Matford Working Party)
5	31/03/2020	To approve the Play Inspection Company to inspect the Deepway Play equipment in 2021.	Helen Hibbins (RFO)	Brian Aird (Chairman)	Derek Madge (Lead Councillor for Property and Amenities)
6	17/04/2020	To approve a response to the consultation on Devon County Council's Proposed Use of New Funding for	Jill Daw (Clerk)	Brian Aird (Chairman)	Sheila Churchward (Councillor)

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		Supported Bus Services 2020/2021			
7	20/04/2020	To approve payments in the sum of £5484.16	Helen Hibbins (RFO)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
8	20/04/2020	To approve Aubergine 262 Ltd to design a WCAG 2.1 AA compliant website for the Parish Council.	Helen Hibbins (RFO)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
9	20/04/2020	To object to planning application 20/00517/FUL - 74 Old Quarry Drive - Single storey side extension as annex	Jill Daw (Clerk)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
10	20/04/2020	To object to planning application 20/00565/FUL - 56 Old Quarry Drive - Conversion of single garage to additional living accommodation with new window and door	Jill Daw (Clerk)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
11	22/04/2020	To agree a temporary leave of absence to Cllr Rebecca Watts on personal reasons until the 31st August	Jill Daw (Clerk)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
12	22/04/2020	To agree to block off Deepway Green to restrict access to unauthorised campers	Jill Daw (Clerk)	Brian Aird (Chairman)	Derek Madge (Lead Councillor for Property and Amenities)
13	29/04/2020	To approve payments in the sum of £2403.59	Helen Hibbins (RFO)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
14	29/04/2020	To approve setting up Parish Council mobile phone contracts for the Clerk and Deputy Clerk, on a sim only basis at the cost of £144 each per annum	Jill Daw (Clerk)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
15	30/04/2020	To approve a Community grant application from Exminster Community Print Farm in the sum of £500 to produce Personal Protective	Jill Daw (Clerk)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)

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		Equipment (PPE) for the NHS and other caring professionals.			
16	04/05/2020	To support planning application 20/00567/FUL - 26 Berrybrook Meadow - single story extension	Jill Daw (Clerk)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
17	07/05/2020	To approve cleaning and re-lining of the tennis court in the sum of £605.00 plus VAT	Helen Hibbins (RFO)	Brian Aird (Chairman)	Derek Madge (Lead Councillor for Property and Amenities)
18	15/05/2020	To approve payments in the sum of £8664.75	Helen Hibbins (RFO)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
19	15/05/2020	To object to planning application 20/00530/FUL - Water Storage Tank , Deepway Lane - Conversion of a disused water storage tank into a dwelling with integral garage	Jill Daw (Clerk)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
20	20/05/2020	To purchase orange safety netting for the Skate Park in the sum of £104.96	Jill Daw (Clerk)	Brian Aird (Chairman)	Kevin Smith (Vice Chairman)
21	20/05/2020	To purchase a 'cleaning in progress' safety sign for the public toilet for the sum of £14.53	Jill Daw (Clerk)	Brian Aird (Chairman)	