

Exminster Parish Council Meeting

Minutes

Monday 6 July 2020 at 19:30 – Remote meeting via internet

Chairman: Brian Aird

		Action
20/174	<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 Lorne Smyth (LS), Cllr Josie Walledge (JW),</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: 0</p>	
20/175	<p><u>Apologies</u></p> <p>Cllr Kevin Smith (KS) – personal reasons</p> <p>Cllr Rebecca Watts (RW) – personal reasons</p> <p>It was resolved to accept the apologies.</p>	
20/176	<p><u>Reminder of protocol for virtual meetings</u></p> <p>Noted.</p>	
20/177	<p><u>Declaration of interest on Agenda Items</u></p> <p>None declared.</p>	
20/178	<p><u>Dispensation requests regarding Code of Conduct</u></p> <p>None requested.</p>	
20/179	<p><u>Public open session</u></p> <p>No public present.</p>	
20/180	<p><u>To note the Approved Minutes of the EPC Meeting held on 1 June 2020</u></p> <p>Noted.</p>	
20/181	<p><u>County Councillors Report on items other than those on the agenda</u></p> <p>Devon County Councillor (DCC) Alan Connett reported:</p> <ol style="list-style-type: none"> 1. Requests had been made to improve the safety of walking and cycling routes within the village. DCC would consider the requests if a further round of Government funding came forward. 	
20/182	<p><u>District Councillors Reports on items other than those on the agenda</u></p> <p>Teignbridge District Councillor (TDC) Charles Nuttall reported:</p>	

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	<p>1. TDC continued to operate on a skeleton staff. Committees continued to meet virtually. TDC remained focussed on providing essential services.</p>	
20/183	<p><u>Chairman's Report</u> Cllr Smith was not present.</p>	
20/184	<p><u>Clerk's Report</u></p> <ol style="list-style-type: none">1. Councillors were reminded to update their Register of Interests if required.2. The RFO had circulated the standard finance reports (usually considered at the second Parish Council meeting of the month) to Councillors.3. The lines on the Tennis Court had been re-painted.4. Following a nomination from the Parish Council, 'Connect Exminster' were awarded a cream tea (to celebrate National Cream Tea Day on 26 June) in recognition of their community work during the Covid pandemic.5. Deepway facilities:<ol style="list-style-type: none">a. The skate park was now officially open with appropriate notices displayed.b. The Under 8's play area and outdoor gym remain closed for the time being. The Government guidelines were onerous and required further interpretation. Guidance from TDC was awaited. <p>Mr Fowler was thanked for his tireless work in preparing the facilities for re-opening; a huge support to Council staff.</p> <ol style="list-style-type: none">6. Devon County Councillor Alan Connett had advised that a Traffic Regulation Order relating to a Toucan crossing and a no right turn restriction on the A379 between the Matford Roundabout and the Devon Hotel had been issued.7. The Deputy Clerk had received training on the new website and had started to migrate content.8. All the streetlamps in Church Path were now functioning. Several attempts to rectify them by TDC contractors had been required over the last 2 years.9. Devon County Council had sent notification that reports were being sent to the four Local Authority committees (including TDC) to consider holding a consultation for the Greater Exeter Strategic Plan (GESP) draft policies and site options document. It was anticipated that any consultation may begin in September.10. A tree house had been constructed in a tree in Spurfield. For health and safety reasons it had been removed.11. Despite the easing of lockdown restrictions, as of 26 June both the National Association of Local Councils and the Society of Local Council Clerks	

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	<p>advised Councils to continue to meet remotely; without the need for face to face contact. Council was satisfied with the arrangements for the time being. The Clerk would advise the Victory Hall Trust that meetings would not be taking place in the hall until at least September.</p> <p>12. A tennis coach, delivering a 1:1 lesson was asked to vacate the court on Friday afternoon. A group of local young people had been waiting a considerable time to use the court. An extra condition had now been added to the tennis court terms and conditions of use, stating “<i>No commercial use without prior permission from the Parish Council</i>”</p>	JD
20/185	<p><u>To note the delegated decisions taken between 1 June 2020 and 3 July 2020 as per the resolution recorded in minute 20/135 of 16 March 2020.</u></p> <p>Noted. See appendix.</p>	
20/186	<p><u>To review Exminster Parish Council’s Model Standing Orders</u></p> <p>The Model Standing Orders from NALC had not been amended since the last annual review. However, the Covid pandemic had highlighted a lack of clarity in how the Parish Council could continue to operate in circumstances outside its control.</p> <p>The following amendment was proposed:</p> <p><i>To delegate authority to the Clerk or Deputy Clerk, in consultation with the Chairman or Vice Chairman plus one other Parish Councillor, to approve payments, planning matters and any other matters associated with Parish Council business in the event the twice monthly scheduled public Parish Council meetings cannot take place for reasons outside of its control.</i></p> <p><i>To inform full Council of any such decisions and display a list of such on the Parish Council web site and notice board.</i></p> <p>It was resolved to approve the amendment to Standing Orders.</p>	JD
20/187	<p><u>To note the following Terms of Reference have been reviewed with no suggested amendments</u></p> <ul style="list-style-type: none"> i. Exminster Neighbourhood Development Plan Implementation Group ii. Green Space Working Party iii. Matford Working Party iv. Parish Asset Management Steering Group v. Environment Working Party vi. Complaints Committee 	

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	<p><u>To approve the amendment to the Community Resilience Party Terms of Reference</u></p> <p>It was suggested that point 4 (frequency of meetings) was amended to <i>once per year</i>.</p> <p>Resolved.</p>	JD
Planning Matters		
20/188	<u>Planning Applications</u>	
/1	<p>20/00673/FUL, Sentry Farm - Conversion and change of use of barn from ancillary accommodation to one dwelling</p> <p>The application superseded 19/00902/FUL that was granted subject to seven conditions. Condition 5 referred to obscure glazing to prevent overlooking of neighbouring properties.</p> <p>It was resolved to support the application subject to enforcement of condition 5 from 19/00902/FUL.</p>	HH
/2	<p>20/00742/FUL, 22 Crockwells Road - Single storey rear extension and associated works</p> <p>The extension would be in keeping with the existing property and met Neighbourhood Development Plan policy EXM3 (quality of design). The partial garage conversion would mean loss of parking. However, the driveway was long enough to accommodate two vehicles.</p> <p>It was resolved to support the application and to comment that to meet biodiversity expectations, nesting features should be provided for bats, bees and birds.</p>	HH
/3	<p>20/00923/FUL, Land at South West Exeter, Off Trood Lane - Construction of car park</p> <p>The Matford Working Party had considered this application and recommended the following:</p> <ul style="list-style-type: none"> • A cycle rack to be installed • Adequate disabled parking spaces to be allocated • Suitable lighting to be installed for safety purposes <p>It was resolved to comment on the application as above.</p>	HH
/4	<p>20/00993/TPO - Land at South West Exeter NGR 292377 88776, Matford - Fell one tree in Area A1 to accommodate a new traffic signal junction on the A379</p> <p>The Matford Working Party had considered this application and had no comments to make.</p> <p>It was resolved to submit a “no comment” response to this application.</p>	HH

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/5	<p>19/01233/FUL, 2 Lower Marsh Row, Garage with storage over</p> <p>The proposed extension met Neighbourhood Development Plan policy EXM3 (quality of design). Concerns were noted about the garage potentially becoming accommodation.</p> <p>It was resolved to support the application and comment as follows:</p> <ul style="list-style-type: none"> • The garage and storage area should not be turned into ancillary accommodation. • To meet biodiversity expectations, nesting features should be provided for bats, bees and birds. 	HH
/6	<p>20/00840/HOU, 20 Dawlish Road, Exeter - Two storey extension to south elevation including conversion of garage to additional accommodation with first floor extension over to create two new south facing gables</p> <p>The proposed extension would be in keeping with the existing property and met Neighbourhood Development Plan policy EXM3 (quality of design).</p> <p>It was resolved to support the application and to comment that to meet biodiversity expectations, nesting features should be provided for bats, bees and birds.</p>	HH
/7	<p>20/00908/HOU, Ashridge, Dawlish Road - Replacement garage</p> <p>The replacement structure was in accordance with Neighbourhood Development Plan policy EXM3 (quality of design).</p> <p>It was resolved to support the application and to comment that to meet biodiversity expectations, nesting features should be provided for bats, bees and birds.</p>	HH
20/189	<p><u>Planning Decisions</u></p> <p>Noted as listed beneath.</p>	
/1	<p>20/00530/FUL, Water Storage Tank, Deepway Lane - Conversion of a disused water storage tank into a dwelling with integral garage - REFUSED</p>	
/2	<p>19/02465/LBC, South Lodge – Single Storey Extension – GRANTED</p>	
/3	<p>19/02464/FUL, South Lodge – Single Storey Extension – GRANTED</p>	
/4	<p>20/00057/FUL, 32 Glebelands - Extension to Existing Front And Rear Dormers, Entrance Porch And Alterations To External Materials - GRANTED</p>	
/5	<p>20/00706/FUL, 50 Berrybrook Meadow - Two storey side extension and extension to rear of existing garage - GRANTED</p>	
/6	<p>20/00903/FUL, 70 Old Quarry Drive – Change of use of approximately 21.5m² of land adjoining property to residential garden – GRANTED</p>	

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	<p>Concern was expressed about the ownership and management of trees near the boundary. The Clerk would check the Officers Report.</p>	JD
Other Planning Matters		
20/190	<p><u>Consultation on the draft Teignbridge Local Plan (Part 1) 2020-2040</u> <u>To consider a draft report on the above consultation</u></p> <p>The extensive report had been circulated. Cllr Churchward was thanked for her hard work in putting together the report.</p> <p>Each chapter was briefly outlined. It was noted that not all of the policies were directly applicable to Exminster.</p> <p>Discussion took place about the implications of characterisation of the land in and around Exminster and its impact on development. Further information would be included in part 2 of the plan.</p> <p><u>To agree the comments to submit to Teignbridge District Council</u></p> <p>It was resolved to base the comments on the 7 points identified in the summary:</p> <p><i>Chapter 1:</i></p> <ol style="list-style-type: none"> 1. <i>Whilst in due time it will be necessary to update our own Neighbourhood Development Plan, and indeed it will be desirable to do so in the light of the changes proposed by TDC, it is not practical to think we can achieve this, including all the consultation required, in the current calendar year.</i> <p><i>Chapter 2:</i></p> <ol style="list-style-type: none"> 2. <i>We welcome the fact that Exminster remains defined as a village.</i> 3. <i>No settlement boundary has been proposed for SWE but note that existing policies SWE 1-3 remain in place until the adoption of Part 2 of this Plan.</i> 4. <i>The settlement boundaries as proposed for Exminster village are as discussed with Exminster Parish Council last year, however, it is not clear why the field to the west of the Sentry's Farm development, north of Highlands, Dawlish Road has been included within the new settlement boundary.</i> 5. <i>We should note that the majority of planned development is for parts of Teignbridge other than Exminster, with the exception of the South West Exeter urban extension.</i> <p><i>Chapter 3:</i></p> <ol style="list-style-type: none"> 6. <i>Teignbridge's commitment to carbon reduction rather than carbon offsetting is a fundamental shift towards community wellbeing. It is to be welcomed.</i> 7. <i>Exminster's Environment Plan actions ENV2, 3 and 10 – 16 reflect most of the expectations TDC have included in their policies.</i> 	BA

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20/191	<p><u>To update Council on a remote meeting held with representatives from the Ted Wragg Trust (TWT) on the 16 June to discuss the Community facilities at South West Exeter</u></p> <p>Notes from the meeting had been circulated.</p> <p>It was anticipated that planning permission would be granted by October 2020 with the school opening in September 2022.</p> <p>Cllr Ponsford shared the plan of the school site that explained the proposed separate community access into the school. Community access to the Artificial Turf Pitch (ATP) was also defined. An area, in the vicinity of the ATP, had been allocated for the future development of changing rooms and a store room. The TWT would not make any provision for the facility itself and the Parish Council would be responsible for designing, financing, applying for planning permission and building it. The TWT did not appear to need the facility for the use of the school.</p> <p>The Parish Council needed to supply the TWT with details of the number of toilets/showers to be included in the facility to ensure that adequate services could be provided (drainage/electricity). This would allow the trust to estimate a cost for installing the services during the school build. It was suggested that Sport England may be able to advise on this.</p> <p>Concern was expressed about ensuring community access was maintained. It was acknowledged that this was included in the s106 agreement, but there were questions about its enforcement. Additionally, there was no provision in the s106 agreement regarding a “pavilion” (changing facility). How could the Parish Council be confident that an investment of public funding would ensure that the facility remained accessible?</p> <p>It was suggested that a formal legal agreement needed to be put in place to protect the inheritance of the s106 agreement; ensuring that the land was retained for the benefit of the community (by provision of a facility by the Parish Council) for a reasonable period of time. This may be achieved by a lease.</p> <p>Initially, this was thought to be a political exercise involving DCC and TDC but the Parish Council would need to seek legal advice. A conversation needed to take place with TDC to set expectations of planning conditions. This needed to be driven by the Matford Working Party.</p> <p>It was resolved to:</p> <ul style="list-style-type: none">• Seek information from Sport England to inform service requirements for the facility to enable an estimate of costs from the TWT.• Seek a legal agreement to ensure that community access and the Parish Council’s option to build on the land was maintained.	JP/ HH

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20/192	<p><u>To make suggestions of street names and a settlement name for the development at South West, Exeter as requested by Teignbridge District Council</u></p> <p>A paper outlining the recommendations from the Matford Working Party had been circulated.</p> <p>TDC had advised that the developers had suggested names relating to Queen Victoria or Charles Dickens.</p> <p>A suggestion from DCC relating to BAME was considered.</p> <p>It was agreed that names directly associated with the parish, its history and environment were preferred.</p> <p>Regarding the name of the development as a whole; Matford was preferred over the recommendation of Matford Village.</p> <p>It was resolved to submit the following categories for potential names to TDC:</p> <ul style="list-style-type: none"> • Historical family names from Exminster; those listed on the war memorial; those involved in the inception of the Parish Council, buildings and organisations; names of landowners from the Tythe maps. • Native birds of the Exe Estuary. Cllr Nuttall agreed to research this further. • Names associated with Exminster's twinning with Sannerville. • Matford would be submitted as a potential name for the new development. 	HH
20/193	<p><u>To note any other planning matters regarding the Matford development</u></p> <p>Not required.</p>	
Finance Matters		
20/194	<p><u>Accounts for approval</u></p> <p>It was resolved to approve payments in the sum of £4,194.21.</p>	HH
20/195	<p><u>To approve the amendments following the annual review of the Council's Risk Assessment Policy</u></p> <p>There were minor amendments relating to the new website and back-up procedures.</p> <p>It was resolved to accept the amendments.</p>	JD
20/196	<p><u>To note the annual review of the Council's Business Continuity Plan</u></p> <p>No amendments were proposed.</p> <p>Noted.</p>	JD
Property & Amenities Matters		
20/197	<p><u>Update on matters relating to the Deepway Centre</u></p>	

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	Councillors had received an email including the latest feasibility report from Kier. The report had been sent to the Deepway Trust and separately to the Pre-school Trustees. Pre-school Trustees had been asked to answer two questions by a deadline of 31 July. Was the Pre-school happy to continue with a shared space? If so, what financial contribution would be forthcoming and what was the mechanism for payment.	
20/198	<p><u>Councillors reports</u></p> <ol style="list-style-type: none"> 1. Cllr Madge suggested that the public were kept informed about the arrangements and timescales for opening the play areas. 2. Cllr Madge reported that Crockwells Meadow and Deepway Green had been well used for exercising during lockdown. 3. Cllr Walledge thanked Councillors and staff for keeping the Parish Council operational during lockdown. 	HH
20/199	<p><u>Public Open Session</u></p> <p>No public present.</p>	
20/200	<p><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 20/201 (part II) having due regard to the confidential nature of the business to be transacted.</u></p> <p>Resolved.</p>	
Part II		
20/201	<p><u>To consider nominations to the Queens Birthday Honours list recognising exceptional work in support of the COVID 19 national effort</u></p>	
	<p style="text-align: center;">The meeting closed at 21:10</p> <p style="text-align: center;">Date of next meeting: Monday 3 August, 19:00. Virtual.</p>	

Signed:..... Date:...14 July 2020.....

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

Jill Daw (Clerk),

Cllr Brian Aird (Vice Chairman)

Cllr Sheila Churchward

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Appendix to item 20/185

No	Date	Decision	Authorised by	Cllr	Cllr
22	09/06/2020	To approve an email to TDC regarding the Design Guide for the All-Through School at Matford	Helen Hibbins (RFO)	Brian Aird (Vice Chairman)	John Ponsford (Chairman of the Matford Working Party)
23	10/06/2020	To approve the minutes of the Parish Council Meeting on 1 June 2020	Jill Daw (Clerk)	Kevin Smith (Chairman)	Derek Madge (Councillor)
24	15/06/2020	To support planning application 20/00057/FUL - 32 Glebelands - Extension To Existing Front And Rear Dormers, Entrance Porch And Alterations To External Materials (revised application)	Jill Daw (Clerk)	Kevin Smith (Chairman)	Brian Aird (Vice Chairman)
25	17/06/2020	To approve payments in the sum of £6545.93.	Helen Hibbins (RFO)	Kevin Smith (Chairman)	Derek Madge (Councillor)
26	28/06/2020	To support planning application 20/00903/FUL - Land Adjoining 70 Old Quarry Drive - Change of use of approximately 21.5 square metres of land adjoining 70 Old Quarry Drive to residential garden	Jill Daw (Clerk)	Kevin Smith (Chairman)	Brian Aird (Vice Chairman)
27	01/07/2020	To approve the sum of £100 to remove debris and structures from Parish Council trees at Spurfield	Jill Daw (Clerk)	Brian Aird (Vice Chairman)	