

# Exminster Parish Council Meeting

## Minutes

Monday 3 August 2020 at 19:00 – Remote meeting via internet

Chairman: Kevin Smith

Action

### **20/202 Present**

Cllr Brian Aird (BA), Cllr Peter Chandler (PC), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), Cllr Kevin Smith (KS), Cllr Lorne Smyth (LS), Cllr Renata Szewczyk (RS) – from 19:30

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Public: 3

### **20/203 Apologies accepted from**

Cllr Josie Walledge (JW) – personal reasons

Cllr Charles Nuttall (CN) – personal reasons

Cllr John Ponsford (JP)

Cllr Rebecca Watts (RW)

Devon County Councillor Alan Connett

### **20/204 Declaration of interest on Agenda Items**

None declared.

### **20/205 Dispensation requests regarding Code of Conduct**

None received.

### **20/206 Public open session**

Comments:

1. A representative from the Pickleball players group explained that it was necessary to chalk court markings onto the tennis court in order to play Pickleball. It was frustrating that the lines were washed off by rain, necessitating a lengthy process of re-marking. The group had originally used the MUGA but lately it was in more demand than the tennis court. Several tennis players had been approached and asked whether the lines were distracting and there had been a mixed response. The representative offered to pay for permanent markings.

### **20/207 To note the approved Minutes of the EPC Meeting held on 6 July 2020**

Noted.

### **20/208 County Councillors Report on items other than those on the agenda**

Devon County Councillor Alan Connett was not present. The Clerk reported on actions taken to support residents:

# Exminster Parish Council Meeting

## Minutes

Monday 3 August 2020 at 19:00 – Remote meeting via internet

### Action

1. There had been numerous reports of overgrown hedgerows that were being followed up.
2. Clarification on several sets of roadworks in the Parish had been sought from Devon County Council (DCC) Highways.

### **20/209 District Councillors Reports on items other than those on the agenda**

Teignbridge District Councillor Charles Nuttall was not present.

### **20/210 Chairman's Report**

1. A meeting had taken place with the Chairman of Coffee on the Corner who had given an overview of the measures (incurring additional expense) that the coffee shop was required to adhere to enable re-opening.
2. Questions raised by the Pre-school regarding the proposed development of the Deepway Centre had been answered. A definitive response to the questions asked by the Parish Council was expected by 6 August. A workshop for Councillors would take place later in August to discuss the next steps.
3. Cllr Nuttall and Cllr Smith were arranging a meeting with the owners/management of Glenlyn social care home, following a recent incident.
4. Cllr Smith and the Clerk had met with Nina Parnell at Westbank for an update on the services provided to the community during Covid and plans for the future. Westbank suggested that a community larder/fridge could be situated in Exminster. Councillors were asked to consider potential locations.

### **20/211 Clerk's Report**

1. The RFO had circulated the monthly finance reports (usually considered at the second Parish Council meeting of the month) to all Councillors.
2. There had been several requests for small gatherings (birthday parties etc) on Deepway Green. It had been explained that permission was not usually required from the Parish Council for everyday activities, but that anyone using the facilities was expected to adhere to Government guidelines associated with the Covid pandemic.
3. Teignbridge District Council (TDC) had circulated a consultation on the draft review of the statement of licensing policy, as required under the licensing act 2003. The consultation would close on 16 October.
4. An initial request had been received to chalk Pickleball court line markings on the tennis court. The lines had been marked on one side of the tennis court. A further request has now also been received to paint permanent lines on the tennis court. The following points were noted:

# Exminster Parish Council Meeting

## Minutes

Monday 3 August 2020 at 19:00 – Remote meeting via internet

### Action

- Allowing the chalking of lines could set a precedent.
- The Parish Council had received comments from tennis players that the lines were distracting.
- The MUGA would be more suitable for the game.
- Concern was expressed about the length of time that the courts were occupied playing the game.

It was agreed that this would be an agenda item for the Parish Council meeting on 7 September. In the interim it was agreed that no further chalk markings should be made on the tennis court.

JD

5. A request had been received from a resident asking whether the introduction of a 20mph speed limit between the Swans Nest Roundabout and the village centre could be considered. Cllr Nuttall had been asked to take up the issue and it was agreed to forward the request to Cllr Connett to pursue with DCC Highways.

JD

**20/212 To note the delegated decisions taken between 3 July 2020 and 31 July 2020 as per the resolution recorded in minute 20/135 of 16 March 2020.**

Noted. See appendix.

**20/213 To recommend the introduction of a Parish Council Communication role**

A paper outlining the proposal had been circulated to Councillors.

Cllr Smith summarised the proposal:

Communication requirements were increasing. The Community Plan responses had indicated that residents wanted more information about the Parish Council and local projects. A new website was under development and to ensure compliance with legislation, updating it would be more onerous than currently and there would be further, timely, content to keep up to date. Reporting on the Environment Plan and Neighbourhood Development Plan was required. Additionally, there would be many new residents to inform within the next few years due to the South West Exeter development. A rolling, annual, programme of communications was necessary.

Currently, communications were being managed by Cllr Aird and the RFO but there was insufficient capacity to increase the level of communication/publicity.

It was confirmed that this would be a paid role and that holiday cover would be provided by existing members of staff.

It was suggested that, in addition to the existing Facebook page, the Parish Council could consider using Twitter.

Concern was expressed that the role had not been budgeted for in the current financial year, but that the creation of the role was needed before the next

# Exminster Parish Council Meeting

## Minutes

Monday 3 August 2020 at 19:00 – Remote meeting via internet

### Action

financial year. The RFO outlined funds/budget lines that could be used in the interim.

Remuneration for the role was discussed.

It was resolved to establish a communications role for 5 hours per week to fulfil the responsibilities outlined in the document supporting the proposal.

Cllr Smith and Cllr Aird would take the resolution forward.

KS/

BA

### Planning Matters

#### 20/214 Planning Decisions

Noted as listed beneath:

- /1 20/00742/FUL, 22 Crockwells Road - Single storey rear extension and associated works - **GRANTED**
- /2 20/00908/HOU, Ashridge, Dawlish Road - Replacement garage - **GRANTED**
- /3 20/00993/TPO, Land at south west Exeter, NGR 292377 88776 - Fell one tree in area A1 to accommodate a new traffic signal junction on the A379 - **GRANTED**
- /4 20/00103/FUL, 92 Sentry's Orchard, Exminster – Change frosted glass to clear glass in ends of bay windows - **REFUSED**
- /5 20/00840/HOU, 20 Dawlish Road, Exminster – 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 - **GRANTED**

### Other Planning Matters

#### 20/215 To note any planning matters regarding the Matford development

Teignbridge District Council (TDC) had advised that the war memorial names' suggestion by the Parish Council, for street naming, was under consideration.

### Finance Matters

#### 20/216 Accounts for Approval

It was resolved to approve the payment in the sum of £130.00

HH

#### 20/217 To consider a Community Grant application from Coffee on the Corner in the sum of £500

The grant was requested to assist with the additional costs required to re-open the coffee shop for the benefit of the local community.

JD/

It was resolved to approve the grant in the sum of £500.00

HH

### Property & Amenities Matters

#### 20/218 To consider the Unauthorised Encampment Procedure

# Exminster Parish Council Meeting

## Minutes

Monday 3 August 2020 at 19:00 – Remote meeting via internet

### Action

The draft procedure had been extensively researched by the Clerk; drawing on experience of other local councils and advice from Tozers solicitors.

The common law approach was preferable in the first instance with an external agency managing the procedure.

DCC used a court injunction order procedure. This took longer than the common law approach and was more expensive.

The moral obligation to consider welfare was included in the procedure and the Gypsy/Traveller liaison officer at DCC would be involved if required.

It was resolved to approve the Unauthorised Encampment Procedure.

JD

### **20/219 To nominate a Councillor Trustee to the Deepway Centre Trust**

There were no nominations.

The item would be on the agenda for the October meeting. In the meantime, the Deepway Trust would be informed.

JD

### **20/220 Councillors' Reports – for information only**

1. Cllr Smyth reported that double yellow lines had been installed on Milbury Reach. The restrictions had improved sight lines at junctions.
2. Cllr Churchward had organised a zoom meeting for the Environment Working Group to initiate some of the smaller projects outlined in the plan.
3. Cllr Chandler noted that painting of double yellow lines was still awaited in other areas of the village.
4. Cllr Smith reported that a meeting of the Victory Hall Trust had taken place regarding re-opening the Hall. It was hoped that the Hall would open on 1 September. Only groups that were able to operate within government guidelines would be allowed.

### **20/221 Public Open Session**

Comments:

1. Clarification was sought whether Pickleball could be played on the tennis court; whether the lines could be chalked on and cleaned off after use and whether the time taken in chalking the lines (approximately half an hour) was included in the hour time limit for fair usage. If the latter, then it would make playing unfeasible.
2. The MUGA was for children. Children were discouraged from using the tennis court. Therefore, it would be better for Pickleball to be played on the tennis court.
3. Regarding the 20mph speed limit: Caroline Aird had volunteered for the Speedwatch scheme in 2016 but there had been no progress to date.

# Exminster Parish Council Meeting

## Minutes

Monday 3 August 2020 at 19:00 – Remote meeting via internet

### Action

Increased traffic and increased speed had been noted in the last few weeks and it was clear that the issue was not going away.

4. The idea to create a communications role was welcomed. It was suggested that the role should be known as communications and engagement.
5. The input of a Parish Councillor to support the Deepway Trust's work would be welcomed. The role was interesting; especially in the light of the proposed enhancements to the centre.
6. The MUGA was the place that Pickleball should be played. Groups should not be able to fund their own facilities on Parish Council land and the Parish Council should pay for the painting of lines, if agreed.
7. It was noted that it was much easier to hear Councillors speaking at the remote meeting as against the quality of sound in the Victory Hall

The meeting closed at: 20:25

Date of next meeting: Monday 7 September – virtual – time to be confirmed

Signed:..... Date:....10.8.20.....

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

Jill Daw (Clerk),

Kevin Smith (Chairman)

Cllr Brian Aird (Vice Chairman)

# Exminster Parish Council Meeting

## Minutes

Monday 3 August 2020 at 19:00 – Remote meeting via internet

### Appendix

<b>Exminster Parish Council List of Delegated Authority Decisions</b>					
In accordance with minute 20/135 of 16 March 2020: <i>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.</i> The following decisions have been made:					
Number	Date	Decision	Authorised by	In conjunction with	
				Councillor	Councillor
28	09/07/2020	To report the sum of £140 spend to clean the patio outside the annexe of the Victory Hall (point 4.7.2 Financial Regulations)	Jill Daw (Clerk)		
29	13/07/2020	To report the sum of £216 spend to unblock the drain behind the Public toilet (point 4.7.2 Financial Regulations)	Jill Daw (Clerk)		
30	14/07/2020	To approve the minutes of the Parish Council Meeting on 6 July 2020	Jill Daw (Clerk)	Brian Aird (Vice Chairman)	Sheila Churchward (Councillor)
31	21/07/2020	To report the sum of £51.78 spend to replace padlocks on the access gates/bollards to Parish Council land (point 4.7.2 Financial Regulations)	Helen Hibbins (RFO)		
32	29/07/2020	To purchase extra 'no dogs allowed' signs for Deepway Green in the sum of £115.50 (point 4.7.2 Financial Regulations)	Jill Daw (Clerk)		