

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Chairman: Kevin Smith

Action

20/222 Present

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), Cllr Josie Walledge (JW), Cllr Rebecca Watts (RW).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Devon County Councillor: Alan Connett (AC)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 3

20/223 Apologies accepted from

None offered.

20/224 Declaration of interest on Agenda Items

None declared.

20/225 Dispensation requests regarding Code of Conduct

None received.

20/226 Public open session (maximum 10 minutes)

No comments.

20/227 To note the Approved Minutes of the EPC Meeting held on 3 August 2020

Noted.

20/228 County Councillors Report on items other than those on the agenda

Devon County Councillor (DCC) Alan Connett reported:

1. Access only signs for Deepway Lane and Matford Lane had been requested to prevent it being used as a rat run to avoid the A379 roadworks.
2. Matford Farm businesses – Signs had been put in place by Highways to indicate that businesses were open as usual during the roadworks.
3. Lane closures on the A379 – The lane closures were in place to protect the workforce. The lane closure on Bad Homburg Way had been lifted. The closures would be regularly reviewed by Highways to ensure minimal disruption and delays.
4. School buses and timetables – adjustments had been made to the timetable for Stagecoach buses serving schools in Exeter to ensure that pupils were able to travel safely to and from school.

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Action

5. Fire engines accessing narrow lanes – Cllr Connect had emailed Devon and Somerset Fire and Rescue Service, having seen a social media campaign raising awareness of the difficulty that fire engines have accessing narrow lanes. He had suggested that if an appliance was in the Exminster area, there were a number of roads that could be used as further examples of the issue.
6. Councillors noted that the double yellow lines had not been completed at Milbury Reach or on Main Road opposite the junction with Exminster Hill. It was confirmed that parking enforcement at DCC would be responsible for ensuring that the restrictions were not breached. A query about the extension of double yellow lines on Berrybrook Meadow was raised. Cllr Connett would check whether this was included in the same Road Traffic Order as the Milbury Reach and Main Road lines.

AC

20/229 District Councillors Reports on items other than those on the agenda

Teignbridge District Councillor (TDC) Charles Nuttall reported:

1. Traffic control, in place during works to the spill way adjacent to Days Pottles Lane, was successful. There were no lorries accessing the site through the village.
2. Enquiries had been made about financial support for Coffee on the Corner (COTC) at both district and county level.

20/230 Chairman's Report

1. An Environment Working Party meeting had taken place. Notes would be circulated to all Councillors in due course.
2. COTC had ceased trading on Friday 4 September. The directors were considering options for the future. It was hoped that the café would reopen.
3. Mrs Caroline Aird had attended a DALC briefing on the Covid outbreak plan as no Councillors were available to attend. Standing Orders were suspended to allow Mrs Aird to update the council.

EWP

A presentation had been given by Public Health in Devon; slides would be circulated to Councillors. Key points:

- The plan was published on 1 July.
- Devon was 1 of 11 pilot counties across the country and it was explained how its plan fitted into the national picture.
- Town and Parish Councils had not felt well informed about the situation.
- It was fortunate that Westbank had taken a lead in this community.

A further session would take place next week and Mrs Aird would, again, attend on behalf of the Parish Council.

Mrs Aird was thanked for attending and Standing Orders were re-instated.

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Action

20/231 Clerk's Report

1. The Citizens Advice Quarter 1 report for 2020-21 had been circulated.
2. The invitation for applicants for the Devon Association of Local Councils (DALC) Board of Directors had been forwarded to all Councillors.
3. DALC had scheduled its Annual General Meeting (AGM) for 7 October; to be held remotely.
4. The National Association for Local Councils (NALC) were inviting Councils to comment on briefings put together outlining the new changes proposed to Planning Law.
5. Devon's Updated Local Flood Risk Management Strategy Consultation was currently underway; closing date - 15 October.
6. The Victory Hall Trust had scheduled its AGM on 23 September at 8.00pm. Venue to be advised.
7. The RFO had circulated the standard finance reports (usually considered at the second Parish Council meeting of the month) to Councillors.
8. The payments for approval authorised at for £6246.87 on 13 August was over-reported in the sum of £132.81. The Direct Debits equating to this sum had already been included in a previous payment schedule.
9. Several reports of Anti-Social Behaviour at Deepway Green, involving young people, had been received. The Police had been kept informed and advised that they had been in contact with several youths regarding these matters.
10. A contractor had been engaged to carry out weed control on verges in the village. The work would take place before the end of September.
11. Communication received:
 - a. Several emails had been received relating to the tennis court:

3 emails from people who currently played pickle ball at Deepway (1 resident, 2 non-residents) highlighting

 - the benefits of playing the sport
 - that they were supportive of continuing to play at Deepway
 - that they would like to have lines permanently marked on the tennis court.

4 emails from residents who had no issue with the game of pickleball and acknowledged its benefits but also highlighted that

 - they were against the marking of the tennis court

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Action

- they were concerned about a breach of the fair usage policy by the Pickleball club and the perceived pre booking of the court publicised on Facebook and posters in the village
 - it should be noted that residents of Exminster paid for the provision and upkeep of the court
 - it should be noted that the drawing of lines on the court should be considered defacement
 - the Parish Council should not have to pay for the cleaning of the court and the bill should be paid by those responsible for marking the tennis court.
- b. Email from a resident asking Council to consider updating the permanent and temporary signage on Parish Council property. It was agreed that permanent signage for social distancing should be sourced. The Clerk's email address should be included on any future signs procured. JD
- c. Email from a resident asking for more 'no dogs' signs at Deepway Green. The signs had been ordered prior to the receipt of the email and were awaiting siting in an appropriate location.

20/232 To note the delegated decisions taken between 1 August 2020 and 4 September 2020 as per the resolution recorded in minute 20/135 of 16 March 2020.

Noted. See appendix.

20/233 To confirm the date and arrangements for the next Parish Council meeting

It was resolved that the next meeting would take place virtually, currently scheduled to take place on October 5. JD

PLANNING MATTERS

20/234 Planning Applications

/1 19/01469/MAJ, land at south west Exeter NGR 292209 89124, Matford - Details of layout, scale, landscaping and appearance, in respect of a proposal for Public Open Space pursuant to the grant of outline planning permission (15/00708/MAJ)

It was resolved not to comment on this application. HH

/2 20/01454/TPO, 35 Eager Way - Fell one sycamore

The tree was in close proximity to the back door of the property. Discussion about development in the vicinity of existing trees ensued.

The Arboricultural Officer at TDC deemed it necessary to fell the tree for safety reasons.

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Action

It was resolved to not comment on the application.

HH

/3 Appeal Reference: APP/P1133/W/20/3255971 – re: 19/02058/FUL, Exminster Golf Centre, Exminster Hill - Extension to Golf Centre to include function rooms, driving range bays, office and integrated managers accommodation

It was resolved that no further submission was needed from the Parish Council.

/4 20/00453/FUL, Heavitree Brewery Plc, Trood Lane - Eight dwellings in three phases

Members of the Matford Working Party had considered the application. The following comments were included in the circulated paper and expanded on at the meeting.

- Trood Lane is of insufficient width to accommodate further development of this type. Access onto the A379 from the lane was considered to be problematic.
- The design of the properties was not in keeping with Trood house; thereby not complying with Neighbourhood Development Plan policy EXM3 (quality of design).
- Plots 7 & 8 were an overdevelopment of the site and did not sit well in the surroundings.
- There were several established trees on the site and it appeared that development was being fitted in around them. This may present issues in the future. [It was suggested that investigations should be made to determine whether trees in the development could be protected by Tree Preservation Orders].
- The site was not well connected with public transport or cycle paths or other parts of the South West Exeter development.
- Confirmation was sought that if planning was passed, the site would be bound by the same S106 terms as the remainder of the South West Exeter Development; particularly the contributions towards the Community Centre (both on and off site) and primary health care.

It was resolved to object to the application including the comments above.

HH

/5 20/01380/HOU, 40 Milbury Farm Meadow - Conversion of the rear half of the existing garage to additional accommodation including changes to the windows and doors on the rear elevation

Concern was expressed about a potential loss of parking amenity. It was noted that the property had two parking spaces.

Discussion ensued about compounding parking issues and the Parish Council's responses to other garage conversions on the Milbury Reach development.

It was resolved to comment on the application as follows:

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Action

- To meet biodiversity expectations, nesting features should be provided for bats, bees and birds.
- Any loss of parking amenity may compound existing parking issues on the development.

HH

20/235 Planning Decisions

Noted as listed below:

/1 20/00687/FUL, 46 Crockwells Close - Single storey rear and side extension - **GRANTED**

/2 20/00733/FUL, 9 Fowler Close – Rear extension to replace existing conservatory - **GRANTED**

/3 20/01292/HOU, 72 Berrybrook Meadow – Rear extension to replace existing conservatory - **GRANTED**

OTHER PLANNING MATTERS

20/236 To note any planning matters regarding the Matford development

Devon County Council had signed a contract with Homes England for the Housing Infrastructure Funding.

FINANCE MATTERS

20/237 Accounts for Approval

It was resolved to approve payments in the sum of £1047.40.

HH

20/238 To review and approve Exminster Parish Councils Financial Regulations

Two amendments were proposed:

- The Clerk/RFO to authorise up to £5000 (in conjunction with the Chairman or Vice Chairman) in instances of extreme risk to the delivery of Council services.
- Approval of payments by the Chairman or Vice Chairman and one other Councillor in the event that Parish Council meetings could not take place due to reasons beyond its control. (To align with Standing Orders).

JD

It was resolved to approve the amended Financial Regulations.

20/239 To consider the outcome of the External Audit

The External Auditor (PKF Littlejohn) reported that the information provided in sections 1 and 2 of the of the Annual Governance and Accountability Report was in accordance with proper practices and no matters had come to their attention that gave cause for concern that relevant legislation and regulatory requirements had not been met.

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

		Action
	Noted.	
20/240	<u>To approve the transfer of £1 per month from the Nat West account to the Lloyds Bank account to avoid the Lloyds Bank account becoming dormant</u>	HH
	Resolved.	
20/241	<u>To appoint an internal auditor for the 2020-21 financial year</u>	
	A paper outlining the 3 quotations received had been circulated.	
	It was noted that it was good governance to change Internal Auditor every 3 to 4 years and the Parish Council had used the current Internal Auditor for the last 3 years.	
	It was resolved to appoint Julie Lawes as the auditor for the 2020-21 Financial year in the sum of £350.00.	HH
	PROPERTY & AMENITIES MATTERS	
20/242	<u>To consider the proposal for an extension to Deepway Centre in the Feasibility report produced by Keir and with a predicted budget of £1,075,844.85 (plus contingency and project management costs)</u>	
	A briefing paper, outlining the background, stakeholder comments on the feasibility report, legal and financial positions had been circulated.	
	An additional document with further information, next steps and options for discussion had been issued.	
	Discussion included the following points:	
	<ul style="list-style-type: none">• Without the need to accommodate the Pre-school, the existing Deepway Centre was adequate for the community.• The proposed design of the building was not adequate.• Councils current financial position and unknown timescale for receipt of CIL needed to be considered.• The project had been discussed, without resolution, for many years and Council needed to be bold and make a decision.• Any options considered should reflect the needs of the whole community and not just the Pre-school. Although it was acknowledged that the Pre-school needed additional space, despite being a charity, it was a commercial operation.• The Community Plan 2012 responses highlighted a need for Early Years provision within Exminster and for the Parish Council to ensure that community space for this was available. This did not necessarily need to be the existing Pre-school. It was noted that the results of the 2019 community plan survey are not yet known• It would be risky to assume that alternative nursery/pre-school operators would accept a shared building.	

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Action

- Feedback from Pre-school was definitive that it would not support the proposed plans or make a financial contribution towards them as they did not fulfil requirements. Pre-school wanted a dedicated space.
- It was disappointing that the Deepway Centre stakeholders, asked to identify their needs prior to the Feasibility Study, appeared to have changed their minds about their requirements.
- Was there the option of a modular construction (likely to cost less)? It was noted that Kier had already dismissed this as a possibility.

Proposals were made in line with the options document presented, considering the actions required. Resolutions were made on options 1 and 2; deemed, at this stage to fulfil the objective of this agenda item.

	Option	Actions Required if passed	It was resolved to:
1	Approve the Deepway Project Building Design produced by Kier	<ul style="list-style-type: none"> • Carry on with Kier to next stage. • Immediate payment of £75,000 to be made to Kier (non refundable) • Take necessary steps to ensure funding is brought forward for next stages 	Not to continue to the next stage incurring a cost of £75,000 as the current design did not fulfil requirements. Any revision of the plans would require additional space to be allocated, thereby increasing the overall project cost.
2	Do not approve Deepway Project Building Design produced by Kier	<ul style="list-style-type: none"> • Re-agree the requirements with the DCT and all stakeholders to resolve concerns about the design • Request Keir to rework Feasibility Report based on new Requirements– possible cost to do this • Receive updated Feasibility Report back from Kier • Recirculate to DCT and stakeholders for comment. • Return to Parish Council with new design and project cost 	Not to approve the designs and to cease working with Kier on this project.
3	Pursue another option	<ul style="list-style-type: none"> • Requirements to be gathered 	

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Action

4	Cease the project	<ul style="list-style-type: none"> • Inform Kier of the intention not to proceed to next stage • Inform DCT and stakeholders of decision 	
5	Defer the project until sufficient CIL has been received. There is no certainty at this time when this will be.	<ul style="list-style-type: none"> • Inform Kier of the intention not to proceed to next stage at this time – there may be implications in that we might not be able to continue if there is along interval • Inform DCT and Stakeholders of decision 	

Options 3, 4 and 5 would be considered at a future meeting.

JD

The meeting had exceeded the 2 hour limit specified in Standing Orders.

It was resolved to suspend Standing Orders to continue the meeting.

Cllr Walledge left the meeting.

20/243 To update Council on recent incidents that have taken place on the tennis court

The Chairman gave a timeline of the incident involving the chalking of lines on the court.

The Pickleball organiser was specifically asked not to mark the court at the Parish Council meeting on 3 August. Subsequently, the courts were re-marked with a waxy substance that was resistant to efforts to remove it.

Assurance was sought that no further lines would be marked and the organiser was asked to confirm that the instruction had been received. It was likely that the court would need professional cleaning and the tennis court markings may need to be renewed. The cost for this work was likely to be in the region of £500-£600.

Legal advice was sought and the incident was reported to the police who visited the organiser and also received assurance that the court would not be marked again.

Concern was expressed about the precedent it would set if the Parish Council did not take action on this matter.

20/244 To consider a request to paint lines for the game of Pickleball on the tennis court at Deepway Green

The lines were considered a distraction from the tennis court markings.

It was resolved not to paint lines for Pickleball courts on the tennis court.

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Action

20/245 To update Council on a meeting held with members from the Green Spaces group on the 13th August

A paper from the Green Spaces Group (GSG), outlining plans for autumn and winter planting had been circulated.

The Clerk explained that she had met with lead members from the GSG and walked around the village to look at the projects. Mr Fowler was invited to the meeting in consideration of ongoing maintenance of any projects. The intention of circulating the list was to update Council on the plans of the GSG.

Cllr Chandler said he was frustrated that the planting of a wildflower meadow near the new hedge on Crockwells Meadow had been delayed due to a decision on grass cutting. The delay had potentially set the project up to fail. The areas to be cut would be determined with the Clerk and the project would proceed.

PC/
JD

Cllr Watts left the meeting.

20/246 To approve the amendment to the Green Spaces Group Terms of Reference

JD

Deferred.

20/247 Councillors' Reports – for information only

Cllr Aird explained that the board of COTC were taking time to consider the future. There were potentially a couple of options on the table. Cllr Aird would be happy to liaise with the board on behalf of the Parish Council in order to look after the wider interests of the community.

20/248 Public Open Session – (Maximum 10 minutes)

Comments:

1. The Pickleball organiser explained why the marking of two Pickleball courts had been requested on the tennis court and why playing had been advertised. Temporary plastic markers had been sourced and were now in use. It was asked whether this was acceptable. The Chairman responded that there was no problem with the removable markers and the tennis court could be used for Pickleball as long as the reasonable use policy was adhered to.
2. It was hoped that the AGMs for both the Victory Hall Trust and the Deepway Centre Trust (14 October) would be in person as both halls were in use.

It was noted that the Pre-school AGM was due to take place shortly.

Re: Planning application for removal of a tree – it was disappointing that the Parish Council chose not to comment. The point about allowing development in the vicinity of established trees needed to be re-iterated.

Re: Planning application for partial conversion of a garage – it was disappointing the Parish Council chose only to comment on this application. Each time a parking space was lost from a property it could exacerbate existing parking issues.

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

Action

Re: Deepway Centre – all the stakeholders needed to meet together.

The meeting closed at 21:40

Date of next meeting: Monday 5 October - remote

Signed:...Kevin Smith..... Date:...21st September 2020.....

Exminster Parish Council Meeting

Minutes

Monday 7 September 2020 at 19:00 – Remote meeting via internet

APPENDIX

33	10/08/2020	To approve the minutes of the Parish Council Meeting on 3 August 2020	Jill Daw (Clerk)	Kevin Smith (Chairman)	Brian Aird (Vice Chairman)
34	13/08/2020	To approve payments in the sum of £5230.53	Helen Hibbins (RFO)	Kevin Smith (Chairman)	Brian Aird (Vice Chairman)
35	13/08/2020	To approve payments in the sum of £6246.87	Helen Hibbins (RFO)	Kevin Smith (Chairman)	Brian Aird (Vice Chairman)
36	13/08/2020	To report the sum of £41.89 spend to purchase PPE for Parish Council meetings (point 4.7.2 Financial Regulations)	Helen Hibbins (RFO)		
37	19/08/2020	To support planning application 20/00733/FUL, 9 Fowler Close - Rear extension to replace existing conservatory	Jill Daw (Clerk)	Kevin Smith (Chairman)	Brian Aird (Vice Chairman)
38	19/08/2020	To support planning application 20/01093/LBC - Little Thatch, Days Pottles Lane - replace windows and doors on front elevation	Jill Daw (Clerk)	Kevin Smith (Chairman)	Brian Aird (Vice Chairman)
39	19/08/2020	To support planning application 20/01092/HOU - Little Thatch, Days Pottles Lane - replace windows and doors on front elevation	Jill Daw (Clerk)	Kevin Smith (Chairman)	Brian Aird (Vice Chairman)
40	19/08/2020	To support planning application 20/00959/FUL - May Trees, Church Stile - Dwelling in garden	Jill Daw (Clerk)	Kevin Smith (Chairman)	Brian Aird (Vice Chairman)
41	01/09/2020	To comment on planning application 20/01299/FUL – Westhaven, Exminster	Helen Hibbins (RFO)	Brian Aird (Vice Chairman)	Derek Madge (Councillor)
42	01/09/2020	To object to planning application 20/01318/HOU - 55 Jupes Close, Exminster	Helen Hibbins (RFO)	Brian Aird (Vice Chairman)	Derek Madge (Councillor)
43	07/09/2020	To report the sum of £50+vat to register the Clerk and Deputy Clerk at the virtual National Conference (point 4.7.1 Financial Regulations)	Jill Daw (Clerk)		