

Exminster Parish Council Meeting

Minutes

Monday 21 September 2020 at 19:00 – Remote meeting via internet

Chairman: Kevin Smith

Action

20/249 Present

Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), Cllr Charles Nuttall (CN), Cllr John Ponsford (JP), Cllr Kevin Smith (KS), Cllr Lorne Smyth (LS)

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 0

20/250 Apologies accepted from

Cllr Rebecca Watts (RW) – personal reasons

Cllr Renata Szewczyk (RS) – family commitment

Cllr Josie Walledge (JW) – personal reasons

The Clerk reported that Cllr Chandler had resigned on 8 September. A Casual Vacancy notice had been posted on the notice board and would expire on 30 September.

It was agreed to send a formal letter of thanks to Cllr Chandler.

JD

20/251 Declaration of interest on Agenda Items

None declared.

20/252 Dispensation requests regarding Code of Conduct

None received.

20/253 Public open session (maximum 10 minutes)

No public were present.

20/254 To approve the Draft Minutes of the EPC Meeting held on 7 September 2020

Resolved.

20/255 Chairman's Report

1. Cllrs Nuttall and Smith would be visiting Glenlyn on Tuesday 29 September for a tour of the premises and to learn about its operation and purpose. The visit was arranged following several incidents over the last few months.

20/256 Clerk's Report

1. Mr David Nappin, organiser of the Community Litter Pick, had contacted Teignbridge District Council (TDC) regarding the event that usually took place in October. TDC advised that the event should be postponed until

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next year and suggested promotion of the “Keep Britain Tidy Campaign”. This had been advertised on Facebook and the Parish Council website.

2. An email had been received from the person who had previously admitted chalking lines on the tennis court stating that they refuted the claim that they had caused damage to the court as the substance used was biodegradable and would naturally weather in time.
3. Emails from a member of the public regarding Council’s decisions on planning applications relating to garage conversions and felling of trees had been forwarded to the Lead Councillors for planning. Cllr Churchward had prepared two items in response; to be discussed at the next meeting. The Deputy Clerk was awaiting a response from Mark Waddams (TDC aboricultural officer) regarding trees and development.

JD

20/257 To approve the amendment to the Green Spaces Group Terms of Reference

The revised Terms of Reference had been circulated.

The proposed amendment was the requirement of completion of a parental consent form for volunteers between the ages of 14 and 17. Advice had been sought from TDC on its content.

Resolved.

JD

20/258 To discuss possible arrangements for Remembrance Sunday

The Clerk had contacted Reverend Williams and Martin Rich at Devon Communities Together. Both agreed that the CoViD restrictions, as they stood currently, would limit participation greatly and it would be advisable to seek alternative arrangements. The following were suggested:

- A civil wreath laying ceremony on remembrance Sunday, in the Victory Hall, with nominated representatives from the uniform (and other) groups.
- An open-air ceremony outside the Victory Hall: This was discounted as the memorial was inside the hall.
- Hold a ceremony in the Church with the opportunity for people to visit the memorial in the Victory Hall to pay their respects. This would require stewarding and a one-way system.
- The Parish Council to lay a wreath on Wednesday 11 November and for members of the public to be allowed into the Victory Hall to pay their respects. This would require stewarding and a one-way system.

It was agreed to advise Reverend Williams that the Parish Council would arrange commemoration and wreath laying on Wednesday 11 November in the Victory Hall and for a two-minute silence to be observed there. There would be no service in the Victory Hall on Remembrance Sunday. Currently a service is planned to be held in St Martins Church

JD

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Final arrangements would be discussed at the Parish Council meeting on 5 October.	JD
20/259 <u>To agree the setting up of routes of communication for the Environment Working Party on the Council's web site, social media and other channels</u>	
The new, compliant Parish Council website was now online.	
The Environment Working Party (EWP) had requested a page on the website.	
Cllr Churchward (secretary of the EWP) explained that there were several themes within the plan that were being championed by different members. Members were enthusiastic about effectively communicating the causes and keen to set up Facebook pages.	
It was suggested that any Facebook pages ought to be separate from the Parish Council's Facebook page, but that they could be linked appropriately. For the Parish Council to retain some control of the content, the pages could be set up with the Deputy Clerk as administrator and group members as editors.	
In order to comply with the accessibility requirements of the Parish Council's website, the Deputy Clerk would be responsible for editing the page and moderating content.	
Other communication methods (newsletters, Scene magazine, etc) would be employed.	
A Parish Council email address was required as a point of contact for the secretary of the EWP.	
It was agreed that a formal communication strategy was required and that this would be discussed at the EWP meeting on 7 October. The proposal would be considered at a future Parish Council meeting.	SC JD
20/260 <u>To consider the following Community membership nominations to the Environment Working Party</u>	
<u>David Nappin</u>	
Resolved.	
<u>Caroline Shezall</u>	
Resolved.	
It was noted that Peter Chandler would need to be co-opted as a community member.	SC
PROPERTY & AMENITIES MATTERS	
20/261 <u>To discuss further options relating to the potential future development of the Deepway Centre</u>	
Cllr Aird gave a summary of the project timeline.	

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- In May 2019 Exminster Pre-school (EPS) requested permission to erect a temporary building on Spurfield. The proposal was rejected for various reasons stated at the time, but the Parish Council recognised the ambition of EPS for larger premises and began looking at feasible alternatives.
- The Parish Council entered into the SCAPE framework, with Kier, for design and costing advice for enhancement of the Deepway Centre. User requirements formed the brief. The service was free of charge.
- The first draft plans were circulated to Deepway Centre users for comment. These were taken forward into a second draft with costings outlined in excess of £1M plus contingency and project management costs.
- The final draft and costings were circulated to users. EPS commented in detail and rejected the plans as they did not meet its requirements. Therefore, EPS was not willing to make a financial contribution towards the development. EPS stated that they were not willing to work in a shared space; this had not been made clear in its user requirements that formed part of the Kier brief, nor had they specifically mentioned they wanted to use part of the space for an after-school club. The free services of the SCAPE framework had now been exhausted and the cost of any further design work would fall to the Parish Council and ultimately the council taxpayer.
- At the Parish Council meeting on 7 September it was decided not to continue the project with Kier and to have a further discussion about potential next steps.
- EPS have asked the Parish Council to consider giving it exclusive use of the Deepway Centre (for a dedicated pre-school) as it was currently not being used by other groups due to CoViD restrictions. They were advised this was not in the remit of the Council.

The following points were noted in the subsequent discussion:

- From correspondence, it appeared that EPS did not believe that the Parish Council was able to take an objective view on the matter and that it had concerns about a continued relationship with the Deepway Centre Trust.
- In the 2012 Community Plan there was an action for the Parish Council to work with EPS to define and plan for a dedicated building within the Parish. The action was in response to an identified need for enhanced pre-school provision. For the past 8 years, the Parish Council had made considerable efforts to negotiate and work with EPS, but with little progress.
- The (unpublished) results of the Community Plan questionnaire undertaken in 2019 suggested that the appetite for additional pre-school provision had diminished considerably since 2012. This meant that there was no longer a clear mandate from residents for the Parish Council to specifically invest in pre-school education. Additionally, there was no longer a moral or other

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imperative for the Parish Council to spend further time and/or a significant amount of council tax-payers money on a single organisation.

- It was noted that the All Through School at Matford would have early years provision and that the proposed Community Building at Matford could accommodate early years provision. This was within the Parish as required by the 2012 Community Plan action.

It was agreed that a meeting should be arranged with representatives from the Parish Council, Deepway Centre Trust and EPS in attendance. The meeting would be the last chance to resolve the long-standing issues.

JD

Cllrs Aird, Smith and potentially Madge would attend on behalf of the Parish Council.

20/262 To consider erecting a small headstone by the entrance to the cemetery to acknowledge the two rows of hospital patients interred there with nothing to mark their graves

It was agreed this would be a fitting tribute

Cllr Madge would provide costings for authorisation at a future meeting.

DM

20/263 To receive the annual Parish Tree survey

The only recommendation in the report was to trim 2 cherry trees near the Deepway Centre. The cost for this work was £360.00.

The work was approved.

JD

FINANCE MATTERS

20/264 RFO's report

1. Direct debit payments during August

	£
NEST pension scheme contributions	99.27
Utility Warehouse (Electricity)	-286.34
NW Bankline	4.00
EE	28.80
Staples	69.41

2. Pay Scales

The NJC (National Joint Council for Local Government Services) had agreed a 2.75% increase to the pay scales for employees employed under the terms of the Model Contract. The increase was effective from 1 April

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| 2020. A backdated payment for the Clerk and Deputy Clerk will be included in the October wages. | |
| 20/265 <u>Accounts for Approval</u> | |
| It was resolved to approve payments in the sum of £8325.68. | |
| In addition to the payments listed, a transfer of £1 would be made from the Natwest Account to the Lloyds account in accordance with resolution 20/240. | |
| As this was a transfer it would not be included on the payments for approval list ongoing. | HH |
| 20/266 <u>Draft accounts for August 2020</u> | |
| See below. | |
| 20/267 <u>Budget Comparison Report</u> | |
| Noted. | |
| The budgeting process for the 2021/22 Financial Year would start in October. | |
| 20/268 <u>Balance Sheet</u> | |
| Noted. | |
| 20/269 <u>To appoint an Internal Controller</u> | |
| Deferred to meeting on 5 October. | JD |
| PLANNING MATTERS | |
| 20/270 <u>Planning Applications</u> | |
| /1 20/01550/AGR, Land at NGR 293924 86918, Exminster - Creation of a hard standing | |
| The hard standing was proposed in the corner of a field to store equipment. | |
| It was resolved to support the application and comment that to meet biodiversity expectations, only a permeable hardstanding should be developed (in accordance with the submitted application). | HH |
| 20/271 <u>Planning Decisions</u> | |
| Noted as listed below. | |
| /1 19/01233/FUL, - 2 Lower Marsh Row - Garage with storage over - GRANTED | |
| /2 20/01092/HOU and 20/0193/LBC, Little Thatch, Days Pottles Lane - Replace windows and door on front elevation - GRANTED | |
| OTHER PLANNING MATTERS | |
| 20/272 <u>To note any planning matters regarding the Matford development</u> | |

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TDC had advised that road naming for the development would be as follows:

- North of the A379 - postal addresses would be road name, Alphington.
- South of the A379 – postal addresses would be road name, Matford or road name, Exminster; depending on access.

Unfortunately, the Parish Council's suggestion of names from the Roll of Honour could not be taken forward due to existing roads in the area having similar names.

20/273 Councillors Reports (for information only)

1. Cllr Churchward reported that the EWP meeting on 4 September had not been quorate, although some actions were agreed. The next meeting would take place on 7 October. Reports were expected from the individual leads for each project. An update on the meeting would be reported in the mid October Parish Council meeting. JD
2. Cllr Nuttall reported that the Local Plan Working Group of TDC would meet on Thursday. Cllr Nuttall would put together a summary for inclusion on the next agenda. JD
3. Cllr Madge commented on the high standard of cleanliness of the public toilet. The Clerk would pass on the compliment to the Caretaker. JD

20/274 Public Open Session – (Maximum 10 minutes)

No public present.

The meeting closed at 20:40

Date of next meeting: Monday 5 October 2020 19:00 – to be held remotely

Signed:....Kevin Smith..... Date:....5 October 2020.....