

Exminster Parish Council Meeting

Minutes

Monday 16 November 2020 Annual Council Meeting at 19:00 – Remote meeting via internet

Chairman: Kevin Smith

Action

20/347 Election of Chairman and Declaration of Acceptance of Office

It was resolved to elect Cllr Smith as Chairman.

The Declaration of Acceptance of Office would be signed as soon as practical, given the current Covid restrictions.

JD

20/348 Election of Vice-Chairman

It was resolved to elect Cllr Aird as Vice-Chairman.

20/349 Public open session (maximum 10 minutes)

No comments.

20/350 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), Cllr Rebecca Watts (RW).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 1

20/351 Apologies accepted from

Devon County Councillor Alan Connett

20/352 Declaration of interest on Agenda Items

Cllr Ponsford declared an interest in 380/2 and would not vote on the application.

20/343 Dispensation requests regarding Code of Conduct

None received.

20/354 To approve the Draft Minutes of the EPC Meeting held on 2 November 2020

Resolved.

20/355 Review of delegation arrangements to committees, sub-committees, employees and other local authorities

The Parish Council has one committee, no sub-committees and eight Working Parties.

Delegated Authority arrangements are:

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1. Complaints Committee – Delegated Authority to make a decision on a formal complaint made against the Parish Council and to consider any appeal.
2. Exminster Neighbourhood Development Plan Working Party (ENDPIG) – no Delegated Authority
3. Community Resilience Plan Working Party – no Delegated Authority
4. Environment Working Party – no Delegated Authority
5. Parish Asset Management Plan Steering Group – no Delegated Authority
6. Budget Working Party – no Delegated Authority
7. Matford Planning Working Party – no Delegated Authority
8. Community Plan Working Party – Delegated Authority allowing Officers to authorise expenditure exceeded. Further expenditure would need Parish Council approval.
9. Green Spaces Working Party – Delegated Authority allowing Officers to authorise expenditure of up to £500.00

The Parish Council's Financial Regulations give Delegated Authority to Officers to be used in the following situations in consultation with the Chairman or Vice-Chairman on matters relating to the delivery of Parish Council business.

- To incur expenditure of up to £5000 on matters that would put the delivery of Parish Council services at risk (including Health and Safety remedial work).
- To incur expenditure of up to £500 for the implementation of any decision of the Parish Council or its committees where insufficient express authority was already given.

The Clerk or Deputy Clerk are also authorised

- to spend within budgetary limits on stationery (office supplies), cleaning materials, postage, telephones, training and room hire.
- to spend up to £500 on small maintenance projects (including tree maintenance).
- to authorise up to £500 expenditure for the Green Spaces Group.
- to approve payments, in consultation with the Chairman or Vice Chairman plus one other Parish Councillor, in the event that the twice monthly scheduled public Parish Council meetings cannot take place for reasons outside of its control. Full council shall be advised of any action taken as soon as practically possible.

There are no delegation arrangements to other Local Authorities.

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20/356 To note that the review of Terms of Reference for committees, advisory committees, and working parties were carried out in July 2020 with the exception of the Community Plan Working Party.

Noted.

20/357 Receipt of nominations to existing committees, advisory committees and working parties

/1 Exminster Neighbourhood Development Plan Implementation Group

It was suggested that the work that was outstanding from the Neighbourhood Plan was being covered in other working parties.

JD

It was agreed to discuss this further at the next Parish Council meeting.

/2 Green Spaces Working Group

It was resolved to appoint the following:

Council members: Cllr Madge

Community members: Philip Warner, John Tucker, Rick Blower, Pat Blower, Haf Edwards, Jeremy Pyne, Ian Pannett, David Nappin, Peter Chandler, Tracey Middleton, Helen Huxham

/3 Community Plan Working Party

It was suggested that the future of the Working Party should be considered as work on the plan was almost complete apart from writing it up.

JD

Cllr Watts offered to write up the plan and would contact the Chair of the Community Plan Working Party.

RW

/4 Community Resilience Working Party

It was resolved to appoint the following:

Council members: Cllr Smith

Community members: Jim Tappin, Caroline Aird

/5 Environment Working Party

It was resolved to appoint the following:

Council members: Cllr Churchward, Cllr Nuttall

Community members: Peter Chandler, Caroline Shezall, David Nappin, Maxine Commings

/6 Matford Planning Working Party

It was resolved to appoint the following:

Council members: Cllr Ponsford, Cllr Aird, Cllr Smith

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Community members: John Goodey and Phil Markham

/7 Parish Asset Management Steering Group

It was agreed that the future of this group would be discussed at the next Parish Council meeting; with a view to disband.

JD

/8 Budget Working Party

Council members: Appointed in October each year.

20/358 To appoint Lead Councillors to the following positions

/1 Planning

It was resolved to appoint Cllr Churchward to the role.

/2 Finance

It was agreed that this was in the remit of the Chairman and a Finance Lead Councillor was not required.

/3 Property and Amenities

It was resolved to appoint Cllr Madge to the role.

/4 Media and Communications

It was suggested that this position was no longer required. The Media Policy would need revisiting to take this into account.

JD

/5 Footpath Warden

It was resolved to appoint Community Member, John Goodey to the role.

/6 Highways

It was resolved to appoint Cllr Nuttall to the role.

/7 Data Protection

It was resolved to appoint Cllr Watts to the role.

/8 Green Spaces Working Group

It was resolved to appoint Cllr Madge to the role.

/9 Exminster Neighbourhood Development Plan Implementation Group.

Appointment deferred pending further discussion on the future of the Group.

/10 Community Plan Working Party

Appointment deferred pending further discussion on the future of the Working Party.

/11 Community Resilience Working Party

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It was resolved to appoint Cllr Smith to the role.

20/359 To appoint two Internal Controllers

It was resolved to appoint Cllr Nuttall and Cllr Smyth as Internal Controllers.

20/360 To Review:

/1 Exminster Parish Council Standing Orders

The latest review was approved on 6 July 2020. The amendments reflected the new legislation brought in to manage the legal requirements of Councils' because of the Pandemic.

/2 Financial Regulations

The latest review was approved on 7 September 2020.

/3 To confirm bank signatories

Current signatories on all accounts are Cllr Aird, Cllr Madge, Cllr Smith.

20/361 Review of representation on or work with external bodies and arrangements for reporting back.

/1 Deepway Centre Trust – 1 Trustee

Cllr Smith was appointed.

/2 Victory Hall Trust - 3 Trustees

Cllr Smith was appointed. Leaving 2 vacancies.

/3 Affirmation of Feoffees Membership and Parish Council representatives

Rosemary Sanders, Derek Madge and Carole Smith had confirmed that they were willing to carry on as representatives.

/4 TALC Representatives – 2 nominations

Cllr Madge was appointed as the named representative of the Parish Council.

20/362 Review of inventory of land and assets including buildings and office equipment.

A review of assets is undertaken in March each year. The list of assets is available on the Parish Council website.

20/363 Review and confirmation of arrangements for insurance cover in respect of all insured risks.

Insurance is in place with Came and Company. This is the third year of a three-year fixed premium contract. The insurance renews on 1 October, annually.

20/364 Review of the Council's and/or employees' memberships of other bodies.

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- Society of Local Council Clerks (Clerk and Deputy Clerk/RFO)
- Campaign to Protect Rural England
- Devon Association of Local Councils
- Devon Communities Together
- National Allotment Society
- Institute of Cemetery and Crematorium Management

20/365 Review the Council's complaints procedure

The procedure was last reviewed in April 2019 with the next review due in April 2022.

20/366 Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

The procedure for Freedom of Information requests was last reviewed in December 2018 with the next review due in December 2021.

The Privacy Notice, explaining how data is held, processed and protected is available on the Parish Council website and was updated on 1 June 2020.

20/367 Review the Council's policy for dealing with the press/media.

The procedure was last reviewed in August 2019 with the next review due in June 2022. However, it was agreed earlier in the meeting that this should be reviewed in the light of the proposed Communications Officer role.

JD

20/368 Review of the Councils employment policies and procedures

Reviewed in February 2020 by an external HR firm

20/369 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

The list had been circulated with the agenda. There were no questions on the recipients.

20/370 Determining the dates, times and place of ordinary meetings of the full Council for the year ahead.

Parish Council meetings take place on the first and third Mondays of the month, excluding Bank Holidays. They are currently being held remotely.

Councillors were reminded of the Google calendar, noting the dates of all Council meetings and other meetings attended by Councillors.

20/371 Confirmation of Direct Debit Payments

- Devon Communities Together - annual
- Royal Mail - annual

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- Staples – at least quarterly (depending on orders)
- EE - monthly
- Nat West Bankline - monthly
- NEST pensions - monthly
- Utilities Warehouse - monthly

20/372 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett was not present.

20/373 District Councillors Reports on items other than those on the agenda

Teignbridge District Councillor Charles Nuttall reported that a meeting had taken place of the Local Plan Working Group where a proposal was made that Town and Parish Councils should be briefed on the response to the National Planning Process.

20/374 Chairman's Report

Cllr Churchward and Cllr Smith had attended a meeting on the response to Covid 19.

Cllr Churchward gave an overview of the meeting outlining the local statistics, concerns about an increase in cases in the South West and grants available to support business affected. GDPR was of concern regarding contacting residents in the event of distributing information during another lockdown but this had been successfully addressed by other Town and Parish Councils and the blueprint could be adopted by others.

Slides from the meeting would be circulated.

JD

20/375 Clerk's Report

1. The outdoor gym and tennis court had been closed in line with Government guidelines. Advice regarding closing the skatepark was unclear. Further advice was awaited from TDC. If it was necessary to close the skatepark, then appropriate signage would be displayed and the decision communicated on Facebook.
2. Notes from the Annual Meeting of the Green Spaces Working Party had been circulated.
3. A plumber had unblocked the drain to the public toilet. Subsequently a camera survey had determined that remedial work to the drain was required. A quotation would follow.
4. Delegated Authority was used in the sum of £182.91 for Hawthorn trees for Reddaway Drive to be planted by the Green Spaces Group.

JD

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- Action**
5. Problems with footpath 5 (from Crockwells Road to Crockwells Meadow) had been reported to the Public Rights of Way officer at Devon County Council (DCC).
 6. A request had been received to site a food van on a Parish Council Car Park. Further information would be sought before the item was brought back to a Parish Council meeting for decision. JD

PROPERTY & AMENITY MATTERS

20/376 To agree a maximum budget of £400 for the purchase of and lighting of the village Christmas tree

Resolved.

Erection of the tree would need to be carefully considered in line with social distancing requirements.

The Clerk would liaise with the Victory Hall Trust regarding an electrician for the lighting. JD

FINANCE MATTERS

20/377 RFO's report

1. Direct Debit payments during October

	£
NEST pension scheme contributions	103.97
Utility Warehouse (Electricity)	-37.55
NW Bankline	5.20
EE	28.80

2. Budget Setting - The Housing Base (how many Band D equivalent properties are in the Parish) is likely to have decreased this year. Teignbridge District Council (TDC) had estimated that this could be up to 2.7% less than the current year's figures. Therefore, if the precept remained at the same level as last year, the Parish Council would have less income. This was due to factors including an increase in Council Tax Support and a drop in the collection rate. A full explanation of this was requested at the Budget Working Party meeting. HH
3. Community Infrastructure Levy (CIL) – In October the first instalment of CIL was received for 15/01331/MAJ (Land of Chudleigh Road) in the sum of £19489.72. It was explained that the RFO was in discussion with TDC about communication regarding receipt of CIL. HH

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20/378 <u>Accounts for Approval</u>	
It was resolved to approve payments in the sum of £5534.59.	HH
20/379 <u>Draft accounts for October 2020</u>	
/1 <u>Budget Comparison Report</u>	
Noted.	
/2 <u>Balance Sheet</u>	
Noted.	
PLANNING MATTERS	
20/380 <u>Planning Applications</u>	
/1 17/02041/MAJ, Matford Barton, Dawlish Road - Outline - residential development of up to 38 dwellings (approval sought for access – Re revised and additional plans, along with a change in description from 14 dwellings to up to 38 dwellings)	
The Parish Council responded to the initial application in 2017. The comments made at the time remained relevant.	
It was resolved to object to the application and comment as follows, in addition to the comments submitted initially:	
<ul style="list-style-type: none">• The site would be overdeveloped with the number of dwellings proposed.• There were concerns about drainage with 50+ houses connected to a septic tank system.• The documents available on the planning portal did not have sufficient detail. There was confusion about the number of dwellings proposed and the phasing.• There was no mention of access to public transport.	HH
/2 20/01924/HOU, Abbots Ann, Deepway Gardens - Extensions and loft conversion	
Plans had been circulated detailing the extent of the proposals. A question was raised about whether the occupants of neighbouring properties in Brownlees had been advised of the application. To date, there were no comments on the planning portal.	
A similar application for the same property was believed to have expired, but the scale of the proposed extension was larger.	
It was resolved to object to the application and comment as follows:	
<ul style="list-style-type: none">• The amenity of 3 properties in Brownlees, backing onto the property, may be compromised as the extension would be overbearing.	

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- | | Action |
|---|---------------|
| <ul style="list-style-type: none">• If planning permission was granted, to meet biodiversity expectations, nesting features should be provided for bats, bees and birds. | HH |
| /3 20/02012/HOU, 50 Berrybrook Meadow - Two storey side extension, single storey rear extension and extension to garage | |
| The history of the application was outlined. | |
| It was resolved to comment on the application as follows. | |
| <ul style="list-style-type: none">• Assurance should be sought that working hours are limited to Monday to Friday, 08:00 to 17:00 and occasional Saturday mornings.• The concrete hanging tiles should conform with 18/01992/FUL.• The plans should indicate where bat and bird provision are sited and include a bee brick to conform with Exminster's Environment Plan. | HH |
| 20/381 <u>Planning Decisions</u> | |
| 15/00921/MAJ – Matford Home Farm, Matford Mews | |
| Outline – Residential and Commercial Development (C3, A1, A2, A3 uses) (approval sought for access) - GRANTED | |
| 20/382 <u>Other Planning Matters</u> | |
| None. | |
| 20/383 <u>Councillors Reports – for information only</u> | |
| No reports. | |
| 20/384 <u>Public Open Session – (Maximum 10 minutes)</u> | |
| Comments: | |
| <ol style="list-style-type: none">1. To comply with Covid guidelines and social distancing, it may be possible to ask a family to erect the Christmas Tree.2. At a future meeting, agreement of the Working Parties that would continue should be made in advance, as considerable time had been taken with discussion.3. There were developments with the Speedwatch Campaign. | |

The meeting closed at 20:50

Signed:....Kevin Smith..... Date:....7 December 2020.....