

Exminster Parish Council Meeting

Minutes

Monday 18 January 2021 at 19:00 – Remote meeting via internet

Chairman: Kevin Smith

Action

21/25 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 Renata Szewczyk (RS), Cllr Rebecca Watts (RW).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 1

21/26 Apologies accepted from

Devon County Councillor Alan Connett

21/27 Declaration of interest on Agenda Items

None declared.

21/28 Dispensation requests regarding Code of Conduct

None received.

21/29 Public open session (maximum 10 minutes)

No comments.

21/30 To resolve that the minutes of the meeting of the Council held on 4 January 2021 be signed as a correct record

Resolved.

21/31 To resolve that the notes of the Part II meeting of the Council held on 4 January 2021 be signed as a correct record

Resolved - subject to the fifth paragraph of item 21/24 being amended to make grammatical sense.

21/32 Clerk's Report

1. Councillors were reminded to update their Register of Interests, if required.
2. The railway station at Marsh Barton had been permitted to progress with a new plan costing £16M.
3. During the week beginning 4 January, a resident reported that a large emblem, similar to a Swastika, had been marked on frosted grass at the Bowling Green. The matter was reported to the Police.
4. The banks at St Martins football ground had been checked for rats following a complaint from a nearby resident. No infestation was found, but there were

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signs that there may be rats in adjacent gardens. Residents had been informed.

5. The grit bins had all been checked. The one bin that was only half full had been reported to Devon County Council (DCC).

21/33 To agree the job specification for the Council Communication role, minute reference 20/213 refers

It was confirmed that the Chair and Vice Chair had administrative rights for the Facebook page and website to ensure continuity of publicity in the absence of the Communication Officer.

A question was raised about publicity from the Environment Working Party (EWP) and whether it would be separate from the Parish Council's publicity. It was suggested that it would form part of it so as to ensure there were no significant clashes. Cllr Churchward agreed to send a draft of the draft EWP Communications Plan to the Chair.

SC

It was resolved to approve the job specification.

To increase the Deputy Clerk's contracted hours by five hours per week to carry out this role

Resolved.

JD

21/34 To approve amendments to the Council's Media Policy, subject to approval of item 21/33.1 above

The revised policy had been circulated. Amendments were required due to the introduction of the communication role.

JD

Resolved.

Finance Matters

21/35 RFO's report

1. Direct debit payments during November

	£
NEST pension scheme contributions	103.97
Utility Warehouse (Electricity)	42.79
NW Bankline	4.40
EE	28.80

2. Direct Debit payments during December

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	£
NEST pension scheme contributions	135.26
Utility Warehouse (Electricity)	44.18
NW Bankline	6.00
EE	28.80

3. The first compliance check of the website had taken place. Four issues were raised and resolved.

4. A course on adding calendar events to the website had been attended.

21/36 Accounts for Approval

It was resolved to approve payments in the sum of £6414.09.

HH

21/37 Draft accounts for December 2020

1. Budget Comparison Report

Noted

2. Balance Sheet

Noted

21/38 To approve the budget for the 21/22 financial year

An options paper incorporating the budget and precept setting had been circulated.

The Budget Working Party (BWP) had considered each budget line. In formulating the budget, the following had been discussed:

- The current financial position and forecast to the year end
- The funds currently held and the impact of an increasing housing base when houses in the South West Exeter development were occupied
- The decrease in the housing base by 3.2% compared with the current financial year

The following questions were raised:

- Was it necessary to continue to ringfence the cemetery funds? It was explained that the funds were ringfenced from when a grant was received from TDC for cemetery maintenance. It was agreed that the BWP would consider this when setting the budget for the 2022/23 financial year.
- Should the Community Small grants budget remain at £4K as it had never been fully spent? Following discussion, it was agreed to reduce this line to £3K.

HH

HH

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The reduction in the Community Small grants budget line reduced the proposed expenditure budget by £1K to £141,782.

It was resolved to approve the expenditure budget in the sum of £141,782 for the 2021/22 financial year.

21/39 To set the precept for the 21/22 financial year

The BWP had considered the following during discussions on the precept:

- The current economic climate, affordability and moral and political obligations
- Residents' expectations
- The impact on the total Council Tax Bill made up by any increase in the precept

Four options were presented based on the originally proposed expenditure budget of £142,782. The revised and resolved budget figure of £141,782 changed the balancing figure on the options presented and this was taken into account during deliberation:

1. No increase on the 2020/21 precept of £85.27 per band D property
2. A 0.5% increase on the 2020/21 precept raising it to £85.70 per band D property
3. A 1% increase on the 2020/21 precept, raising it to £86.12 per band D property
4. A 1.5% increase on the 2020/21 precept, raising it to £86.55 per band D property

Following discussion, it was apparent that there was an appetite for option 1 due to the current economic climate.

It was proposed that there would be no increase to the current precept.

It was resolved to set the precept at £85.27 per band D property, totalling £140,875.

HH

(The total income for the 2021/22 financial year is projected to be £142,075 including other income sources separate to the precept).

Planning Matters

21/40 Planning Applications

/1 **HS/DCC/4209/2020, Kenbury Wood Landfill Site, Old Dawlish Road, Kennford, Devon, EX6 7XD**

The application was retrospective; to locate a portacabin for use as a welfare annexe for the staff to allow social distancing. It had been used since last May. There was conflict with the requested time limit between the planning portal and

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the applicant's letter. One stated it was required until December 2021 and the other December 2023.	
It was resolved to support the application for a period of 12 months.	HH
21/41 <u>Planning Decisions</u>	
Noted as listed beneath.	
/1 20/02166/FUL, Seaton House, Main Road - Change Of Use Of Building From Chiropractic Healthcare Clinic (Use Class E) To Beauty Clinic (Use Class Sui) GRANTED	
/2 20/01911/SO, Grassmead, Matford - Request for a screening opinion for residential development - NOT REQUIRED	
/3 19/02104/FUL, Creation of a utility compound on land at South West Exeter - GRANTED	
Other Planning Matters	
21/42 <u>To consider the needs assessment for the Community facility at the Matford development and the provision of services onto the Through School land</u>	
Notes from the Matford Working Party (MWP) meeting, where the needs assessment and the provision of services was discussed, had been circulated. The notes contained two recommendations:	
1. To send the Community Facility design brief from the Needs Assessment to Sarah Ratnage at DCC to progress design work with the contractor.	
Cllr Ponsford explained the requirement for an update to the original needs' analysis carried out in 2016. The requirements for the building had changed due to the facilities to be provided by the school; accordingly, the size of the community facility had reduced.	
Questions were raised about the size and capacity of the main hall. It was agreed to clarify this with Consult QRD but noted that the area was over twice that of the Victory Hall. Specifically, the capacity of the hall (seated or standing) with and without a demountable stage was sought.	HH
Within the financial section of the report, there appeared to be no allowance for contingency. It was explained that this would follow with the detailed design.	
It was resolved to release the report to DCC and to reiterate the Parish Council's expectation that it would be fully involved in the design process.	
A meeting would take place with TDC and DCC to discuss issues relating to land ownership.	HH

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2. Electrical and drainage services should not be installed to land identified in the grounds of the All Through School for the future provision of a pavilion.

The estimate received, £84K, was surprisingly high considering it would be running alongside an existing project.

HH

It was possible that the services would never be connected and therefore did not represent value for money.

It was resolved not to pursue the installation of services.

21/43 To note any other planning matters regarding the Matford development

No update required. All information was contained within the notes of the MWP meeting.

Environmental Matters

21/44 To consider the following Environment actions from the Environment Plan

It was resolved to suspend Standing Orders to allow the Chair of the EWP, Mr David Nappin, to speak during this item.

Cllr Churchward explained the actions that the Parish Council was requested to take that were outlined in a paper.

1. Public transport facilities at the Matford development

To date, there was no confirmation of arrangements for bus services to the development.

The following points were noted:

- The decision on running a service was a commercial one for Stagecoach
- There was provision for bus stops in the Cavanna development (the first to come forward) but the roads were not in place and connection to other areas of the development was not possible yet due to adjacent land not being developed
- Funding for a bus service was not included in the S106 agreement for the site and there was no scope for amendment
- In the interim, residents would need to catch buses from the Stagecoach depot on Marsh Barton
- Mr Nappin noted that there was the possibility of a subsidy from DCC

It was agreed that Cllrs Churchward and Nuttall would liaise with Cllr Connett to determine the best way forward. The output of the discussion would formulate a proposal at a future Parish Council meeting.

SC/
CN

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2. The future viability of extending the use of Co-cars and Co-bikes in the Parish

An approach had been made to the company to consider extending its services into the village, but no response had been forthcoming.

It was noted that there had been a question in the Community Plan questionnaire to gauge interest in the scheme. There had been 128 positive responses.

It was agreed that Cllr Churchward and Mr Nappin would draft an email to the company, explaining the interest, to be sent by the Clerk.

DN/
SC/
JD

3. To consider the future use of electric vehicles within the Parish

Mr Nappin explained that many houses in the village did not have off-road parking spaces and therefore would not be able to consider owning an electric car.

The EWP asked whether the Parish Council would consider giving advice on home charging to residents. As information was constantly changing it was thought that it would be difficult to keep current and therefore it was not appropriate.

It was agreed that the Parish Council should take a proactive approach in the provision of charging points, however confirmation whether the Parish Council had a power to provide the service itself needed to be sought.

HH

The Dryfield car park (owned by TDC) was thought to be a good location for a charging point and TDC's own strategy supported the provision of charging points in appropriate locations. Mr Nappin had spoken to Colin Bignell at TDC about this. The Clerk would contact TDC to ask whether there were different arrangements for non-chargeable car parks and whether the number of parking spaces was a factor.

JD

Standing Orders were reinstated.

21/45 Update on the Environment Working Party

Due to time constraints, this would be an item on the agenda for the next meeting. In the meantime, a written update would be circulated.

JD

21/46 To consider the purchase of a property for use by the Council not to exceed £150k + professional fees

A comprehensive paper had been circulated outlining the pros and cons of purchasing the property.

Considerations:

- It could house Parish Council staff and documents
- It provided a meeting space

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- Few properties like this came onto the market; especially in Exminster and would be saleable in the future
- It was a safe investment and would yield better returns than cash
- It could be rented out as office space in the short term
- There would be costs associated with upkeep and services
- It is not close to the Matford Development
- Additional staff may be able to work from home
- There would be accommodation available in the community facility at Matford.

Councillors raised questions and commented as follows:

- There was no immediate need for the space and many companies were encouraging home working, and it could be argued that this applied to Parish Council staff as well
- Were there other locations in the village that could accommodate an office? (Potentially Deepway if developed)
- It would be useful for in-person meetings
- It would allow the Victory Hall annexe to be extended into the current office space, therefore making a more attractive space for the Victory Hall to rent and for any future coffee shop.
- The Parish Council should continue to have a presence in Exminster when Matford was developed
- A Place Maker/Community Facilitator would be best placed in Matford. Prior to the opening of the community facility, a temporary solution (static caravan etc) could be installed to ensure a presence on the development.

The discussion concluded that there was no appetite to pursue the purchase.

21/47 Councillors' Reports – for information only

1. Cllr Madge expressed disappointment that Council did not wish to pursue the purchase of the office.
2. Cllr Watts noted a large pothole on Main Road near the junction with Hospital Drive and Milbury Reach. This should be reported on the DCC website.

21/48 Public Open Session – (Maximum 10 minutes)

No comments.

The meeting ended at 21:00

Date of next meeting: Monday 1 February 2021.

Signed:...Kevin Smith..... Date:.....1 February 2021.....