

Exminster Parish Council Meeting

Minutes

Monday 21 June 2021 at 7pm in the Victory Hall, Main Road, Exminster

Chairman: Kevin Smith

Action

21/244 Present

Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr Charles Nuttall (CN),
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: 2

21/245 Apologies accepted from

Cllr Derek Madge (DM) – personal reasons

Devon County Councillor Alan Connett

21/246 Declaration of interest on Agenda Items

None declared.

21/247 Dispensation requests regarding Code of Conduct

None.

21/248 Public open session

Comments:

1. Referring to the Clerk's Report on the draft minutes of the last meeting: The Environment Working Party had not discussed the Bat Project to date. The Clerk clarified that it was reported the email had been forwarded to the EWP for future discussion.

Presentation by Ms Lynda Sudlow from Airband on full fibre broadband in Exminster

Councillors asked the following questions following the presentation:

- Would all residents be able to benefit from the service?
Some areas of the village already had good broadband access and therefore would not be served. Some roads had challenging access and therefore installation would be difficult.
- Would outlying properties be served?
Most of Days Pottles Lane, Dawlish Road and the Lions Rest industrial estate would be served. There were currently no plans to serve Little Silver. Lynda Sudlow would be able to check the areas to be covered using postcodes and, with sufficient interest, provision could be considered.

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- Would there be increased customer service to deal with the additional connections?

Yes, recruitment was in progress.

21/249 To confirm the Draft Minutes of the EPC Meeting held on 7 June 2021 are an accurate record

Resolved.

21/250 Clerk's Report

1. Teignbridge District Council had informed that the most recent vacancy could be filled by co-option.
2. Westbank Healthy Living and Community Centre extended thanks to the Parish Council for its recent grant award.
3. John Tucker had stepped down as lead of the Green Spaces Group but would support the new lead, Jeremy Pyne. Thanks were extended to John Tucker for his work leading the group.
4. Devon County Council had informed that the entrance splay from Days Pottles Lane onto Main Road had been added to the current list of sites for waiting restrictions.
5. Cllr Smith was due to attend a meeting with Exminster Recreational Trust. Cllr Nuttall offered to attend alongside him if the date was agreeable.
6. A request had been received from the WI to use the Bowling Green on 28 June. After conferring with the Chairman, it was agreed to grant the request based on previous similar requests from village organisations.

CN/KS/JD

21/251 To consider a new logo for Exminster Parish Council

To achieve consistency, it was suggested that Parish Council correspondence and headed paper had the same logo as that on the website.

Two options had been circulated.

It was resolved to approve the version with the strapline "serving the community" underneath the main logo.

The logo without the strapline could be used where there was insufficient space.

HH

21/252 To discuss plans to mark Her Majesty the Queens Platinum Jubilee – June 2022

It was noted that the Green Spaces Group already had plans in place to plant a special tree.

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It was suggested that the Long Table committee were contacted to ask whether it would be possible to hold the event a week earlier to coincide with the Jubilee.

JD

If Her Majesty had a preferred charity that was associated with the Jubilee then fundraising could take place for that charity as part of the Long Table event.

The matter would be discussed at a future meeting when a response had been received from the Long Table committee.

21/253 To approve the revised Terms of Reference for the:

1. Environment Working Party

Resolved.

2. Green Space Working Party

Resolved.

Cllr Churward noted that Members of the Environment Working Party had only expected to produce the Environment plan and not to implement the actions.

It was agreed that the future of the Working Party would be an agenda item for further discussion.

JD

21/254 To note the following Terms of Reference have been reviewed with no suggested amendments

1. Matford Working Party

Noted.

2. Community Resilience Working Party

Noted.

3. Complaints Committee

Noted.

4. Community Plan Working Party

Noted.

Property & Amenities Matters

21/255 To consider setting up a yearly contract with Exeter City Council (ECC) in the sum of £472 plus VAT to carry out quarterly play inspections to the play area and outside gym equipment, and produce reports for each

The inspections would be carried out by a RoSPA qualified operative and items identified report could be rectified by ECC.

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It was noted that it was still necessary to have an annual report carried out independently for insurance purposes.

JD/

HH

It was proposed that three quarterly inspections could be carried out at a cost of up to £472 plus VAT with the annual report carried out independently.

Resolved.

FINANCE MATTERS

21/256 RFO's report

1. Direct debit payments during May

Nest	£126.56
Bankline	£3.20
EE	£28.46
Utilities Warehouse	£72.38

2. External Audit

The period of electors' rights to inspect the accounts was open until 23 July.

The external audit documents were sent by email to PKF Littlejohn on 18 May. Receipt had been acknowledged.

21/257 Accounts for Approval

It was resolved to approve payments in the sum of £10,743.33

HH

21/258 Draft accounts for May 2021

/1 Budget Comparison Report

Noted.

/2 Balance Sheet

Noted.

PLANNING MATTERS

21/259 Planning Applications

/1 21/01325/MOD, Land At Milbury Farm NGR 294434 88141, Milbury Lane - Application for modification of section 106 agreement on planning permission 07/04708/MAJ

The purpose of the proposed Deed of Variation for the S106 Mortgagee Exclusion Clause for Milbury Farm is to change the existing use value (EUV) of each rented property with a market value tenanted (MV-T) classification and amend the clauses in section 1.13 in line with other

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business practices. These two changes will enable ASTER to raise additional funds on the properties.

HH

Concern was expressed that historically, tenants in the 18 affordable homes affected would only have 3 months notice to vacate in the event ASTER went into receivership and the properties were not taken over by another landlord and had to be sold on the open market. This was not in the tenants interests.

It was resolved to object to the application as there was insufficient protection in the current section 1.13 of the S106 agreement for tenants in residence. It is recommended that the proposed Deed of Variation extends the period of notice from 3 months to 6 months.

21/260 Planning Decisions

None.

OTHER PLANNING MATTERS

21/261 To note any planning matters regarding the Matford development

1. The brief for commissioning the Community Building had been submitted by Sarah Ratnage, Special Projects and Planning Manager at Devon County Council. A meeting with the representatives from the Parish Council and NHS was being arranged.
2. Roadworks at the Cavanna junction had been further delayed due to unforeseen complications. Work is unlikely to finish there before December. Cllr Connett had expressed disappointment and concern on behalf of the community, had raised safety issues and noted the impact on the traffic from Exminster heading onto Bridge Road and to Marsh Barton.

21/262 To discuss matters relating to the Teignbridge District Council Local Plan Review and agree a strategy to consider the Councils responses

A meeting of the Working Party had taken place.

Under discussion was:

- Clarity of the figures for housing
- Raising awareness of the consultation and the Parish Council's approach through a website page, Facebook, a leaflet drop and a drop-in event.
- Engaging planning professionals to assist with a response.

It was noted that one hard copy of the draft plan had been received; to be made available to the public.

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Two potential consultants had been identified (subject to Parish Council approval); Jon Pearson for highways/traffic expertise and Des Dunlop, a planning consultant.

It was proposed that the Parish Council would respond to Teignbridge District Council's Local Plan Consultation objecting to any additional housing in Exminster Parish (including Peamore).

Resolved.

21/263 To approve the appointment of external planning consultants to advise on the TDC Local Plan Review at a cost no more than £5000

Cllr Aird had had an initial conversation with Des Dunlop, confirming that he had no conflicts of interest and to outline timescales should the Parish Council approve his appointment.

The Clerk had spoken to Jon Pearson, previously engaged by the Council during opposition of the industrial development at Peamore.

It was proposed that the Parish Council appointed both consultants to advise on a response to the Teignbridge District Council local plan consultation at a cost of no more than £10,000.

Resolved.

The Parish Council would need to provide background information.

The brief to be given to the consultants was that the Parish Council objected to any additional housing.

A meeting with Des Dunlop would be arranged with representatives from the Parish Council.

The timescale proposed was that a draft report would be available for the mid-July meeting with a final report to the meeting on 2 August.

JD

21/264 To approve financing a leaflet drop in the Parish to inform Residents of the TDC Local Plan Review at a cost no more than £1000

The Deputy Clerk had drafted a leaflet and would amend it to reflect the Parish Council's agreed response.

HH

It was resolved to approve printing of the leaflet and its delivery at a cost of up to £1,000.

Availability of the Victory Hall on either 17 or 24 July would be ascertained for a drop-in event; to be advertised in the leaflet.

JD

A meeting of the Working Party to discuss the draft leaflet would take place on Thursday 24 June.

ENVIRONMENTAL MATTERS

21/265 To update Council on a meeting held with representatives from the Co-car Group on the 14 June

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Notes of the meeting had been circulated.

Discussion took place about the Parish Council's role in the project.

Questions were raised about appropriate sites for electric charging points. How was a site deemed viable and how would residents' opinions be taken into consideration. Several sites initially proposed had already been ruled out. It was thought that of the sites remaining, the bottom of Reddaway drive would be most suitable. The Parish Council were reluctant to formally propose this since ultimately, HATOC would approve any viable site and the Parish Council would be consulted at that stage.

The only suitable location for co-bikes was in the motorcycle space on the Dryfield Car park. Teignbridge District Council would have to approve this and, again, the Parish Council would be consulted at that stage.

21/266 To receive a status report on ENV15 which shows that the actions requested of the Parish Council have been completed

It was requested that when the Devon Bus Strategy was available, the Parish Council passed it to the Environment Working Party to check for compliance with the National Bus Strategy.

A proposal to site notice boards in bus shelters at Devington Park, the Victory Hall and outside Spurfield house would be on a future agenda.

JD

21/267 To receive notes on the National Bus Strategy which will inform the Devon Bus Strategy

The Chairman of the Environment Working Party, David Nappin, had made notes on the National Bus Strategy that had been circulated to all Councillors.

Councillors agreed that the report was very comprehensive.

21/268 Councillors' Reports – for information only

1. Cllr Nuttall reported that due to the lack of progress on the provision of the extension of the 20mph speed limit, Cllr Connett had suggested that a petition of residents could be considered.
2. Cllr Nuttall reported that results of the Vehicle Activated Sign survey were needed before next steps could be taken.
3. Cllr Nuttall invited Councillors to look at a map of the Ridge Top Park.
4. Cllr Churchward reminded Councillors that the Environment Working Party were screening "A Life on Our Planet" in the Victory Hall on Saturday 3 July.
5. Cllr Aird had heard, informally, that Westbank Healthy Living and Community Centre was planning to start a Pre-school facility in Autumn.

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21/269 Public Open Session

Comments:

1. The electricity required for the co-cars charging points would be coming from renewable sources.

The meeting closed at: 21:30

Date and time of next meeting: Monday 5 July 2021 at 7.30pm

Venue: Victory Hall, Main Road, Exminster

Signed: ...Derek Madge..... Date: ...5 July 2021.....

DRAFT**Exminster Parish Council Balance Sheet - Assets and Liabilities**

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	Opening Balance	Income	Expenditure	Debtors	Creditors	Transfers	Closing Balance	Notes
	01/04/2021						30/05/2021	
	£	£	£	£	£	£	£	
Current Assets								
Investments								
Current Account NatWest	500.00						500.00	
Reserve Account NatWest	530,400.01	222,170.68	-13,712.25			-2.00	738,856.44	
Treasurer's Account Lloyds TSB	85,005.00					2.00	85,007.00	
Public Sector Deposit Fund (Milbury)	77,210.39	3.04					77,213.43	
Public Sector Deposit Fund (General)	41,591.62	1.63					41,593.25	
Unity Trust Bank	85,785.04						85,785.04	
Total Investments	820,492.06						1,028,955.16	
VAT Recoverable	961.61	-961.61	191.58				191.58	
Debtors								
Payment in Advance	2,327.43	-2,327.43						
Total Current Assets	823,781.10						1,029,146.74	
Current Liabilities								
Creditors			-1,992.00				-1,992.00	
Accruals								
Total Current Liabilities							-1,992.00	
Net Assets	823,781.10						1,031,138.74	

DRAFT**Exminster Parish Council Balance Sheet - Fund Breakdown**

	Opening Balance	Receipts	Payments	Debtors	Creditors	Transfers	Closing Balance	Notes
	01/04/2020						30/05/2021	
	£	£	£	£	£	£	£	
Cemetery	14,179.03	70.00	-252.99				13,996.04	
Community Plan Projects	50,179.02						50,179.02	
Assets Sinking Fund	140,405.00						140,405.00	
Grounds Maintenance Contingency	30,000.00						30,000.00	
Wilderness	273.15		-184.00				89.15	
Footpaths	-348.38	1,000.00					651.62	
Lot 9 play equipment; maintenance	2,958.16						2,958.16	
Milbury Reach S106 (28/04/2014 - 5 yrs)	11,881.05						11,881.05	
Community Infrastructure Levy	357,752.21	149,559.50					507,311.71	
General Fund	216,326.86	70,584.24	-11,091.68				273,666.99	
Total Funds	823,606.10	221,213.74	-11,528.67				1,031,138.74	

Designated Funds
Restricted Funds
Agrees with Net Assets Total on page 1
Agrees with Budget Comparison Report

Financial Budget Comparison

DRAFT

Comparison between 01/05/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Actual Net	Actual Net (year to date)	Balance
INCOME				
Ring Fenced/Designated Funds				
41 Cemetery (Burial Fees)	£0.00	£0.00	£70.00	£70.00
42 Footpaths	£0.00	£1,000.00	£1,000.00	£1,000.00
Total Ring Fenced/Designated Funds	£0.00	£1,000.00	£1,070.00	£1,070.00
Precept				
11 Precept	£140,875.00	£0.00	£70,437.50	-£70,437.50
Total Precept	£140,875.00	£0.00	£70,437.50	-£70,437.50
Interest				
21 Interest on NatWest	£100.00	£5.70	£10.17	-£89.83
23 Interest on Unity Trust	£200.00	£0.00	£0.00	-£200.00
28 Dividend on CCLA Milbury Reach Funds	£300.00	£3.04	£3.04	-£296.96
29 Dividend on CCLA General Fund	£300.00	£1.63	£1.63	-£298.37
Total Interest	£900.00	£10.37	£14.84	-£885.16
Other Income				
13 Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
31 Leases, Wayleaves and allotments	£300.00	£0.00	£71.90	-£228.10
32 Refunds	£0.00	£0.00	£0.00	£0.00
33 Miscellaneous	£0.00	£0.00	£60.00	£60.00
35 Grant Income	£0.00	£0.00	£0.00	£0.00
50 Community Infrastructure Levy	£0.00	£0.00	£149,559.50	£149,559.50
Total Other Income	£300.00	£0.00	£149,691.40	£149,391.40
Value Added Tax				
Total Value Added Tax	£0.00	£0.00	£0.00	£0.00
Total Income	<u>£142,075.00</u>	<u>£1,010.37</u>	<u>£221,213.74</u>	<u>£79,138.74</u>
EXPENDITURE				
Amenities				
1001 Bowling Green	£1,601.00	£101.50	£297.50	£1,303.50

Financial Budget Comparison

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Comparison between 01/05/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Actual Net	Actual Net (year to date)	Balance
1002	Crockwells Meadow	£3,708.00	£36.77	£326.77	£3,381.23
1003	Deepway Green General Maintenance	£7,210.00	£422.65	£847.06	£6,362.94
1004	Dryfield	£1,524.00	£87.00	£171.00	£1,353.00
1006	Public Toilet	£1,030.00	£120.00	£120.00	£910.00
1007	Spurfield	£2,884.00	£116.00	£340.00	£2,544.00
1008	Townfield	£1,030.00	£0.00	£84.00	£946.00
1009	VH Flower Beds	£103.00	£0.00	£0.00	£103.00
1010	VH Surrounds	£309.00	£0.00	£0.00	£309.00
1011	Non EPC Owned Amenities	£2,060.00	£0.00	£252.00	£1,808.00
1012	Existing Asset Maintenance	£10,000.00	£186.00	£715.00	£9,285.00
1013	Primrose Bank and Planter	£124.00	£0.00	£0.00	£124.00
1014	Hospital Drive	£2,744.00	£116.00	£340.00	£2,404.00
1015	Minster Park Surrounds	£1,030.00	£0.00	£0.00	£1,030.00
1016	Tree Contract	£2,060.00	£0.00	£0.00	£2,060.00
1017	Green Spaces Group	£500.00	£25.00	£25.00	£475.00
1018	Environmental Initiatives	£515.00	£0.00	£0.00	£515.00
1019	Maintenance Contract Contingency Planning	£13,000.00	£0.00	£0.00	£13,000.00
Total Amenities		£51,432.00	£1,210.92	£3,518.33	£47,913.67
Staff Costs					
3001	Parish Clerk	£17,000.00	£1,323.47	£2,646.94	£14,353.06
3002	Deputy Clerk/RFO/Communications	£22,600.00	£1,768.05	£3,536.10	£19,063.90
3003	Caretaker/Litter Picker	£5,400.00	£443.03	£930.84	£4,469.16
3005	Locum Clerk/RFO	£2,000.00	£0.00	£0.00	£2,000.00
3010	HMRC Control Accounts	£0.00	-£614.43	-£1,249.66	£1,249.66
3011	Pension Contributions	£0.00	£0.00	£0.00	£0.00
Total Staff Costs		£47,000.00	£2,920.12	£5,864.22	£41,135.78
General Administration					

Financial Budget Comparison

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Comparison between 01/05/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Actual Net	Actual Net (year to date)	Balance
6001 Audit Fees	£1,200.00	£350.00	£350.00	£850.00
6002 Legal and Professional Fees	£5,000.00	£0.00	£0.00	£5,000.00
6003 Chairman's Expenses	£300.00	£0.00	£0.00	£300.00
6004 Room Hire	£1,200.00	£262.50	£262.50	£937.50
6005 Insurances	£3,000.00	£0.00	£0.00	£3,000.00
6006 Bank Charges inc Bankline	£100.00	£3.20	£7.60	£92.40
6007 Members' Expenses & Training	£750.00	£0.00	£0.00	£750.00
6008 Staff Expenses & Training	£1,100.00	£19.17	£38.34	£1,061.66
6009 General Subscriptions	£1,500.00	£95.00	£775.00	£725.00
6010 Postage & Telephones	£1,000.00	£23.72	£160.50	£839.50
6012 Office Supplies/Maintenance	£1,800.00	£0.00	£36.64	£1,763.36
6014 Payroll running costs	£400.00	£0.00	£0.00	£400.00
6015 Software Subscriptions	£3,000.00	£14.18	£78.55	£2,921.45
6016 Election costs	£1,000.00	£0.00	£0.00	£1,000.00
6017 Community Plan Refresh	£0.00	£0.00	£0.00	£0.00
6018 Publications	£1,000.00	£0.00	£0.00	£1,000.00
6019 Matford Planning Support	£0.00	£0.00	£0.00	£0.00
Total General Administration	£22,350.00	£767.77	£1,709.13	£20,640.87
Ring Fenced/Designated Funds				
4001 Cemetery	£0.00	£58.00	£252.99	-£252.99
4002 Footpaths	£0.00	£0.00	£0.00	£0.00
4005 Lot 9 Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
4007 Wilderness	£0.00	£58.00	£184.00	-£184.00
4013 General Asset Maintenance Sinking Fund	£18,000.00	£0.00	£0.00	£18,000.00
4018 Grants obtained through EPC	£0.00	£0.00	£0.00	£0.00
4020 Community Infrastructure Levy Projects	£0.00	£0.00	£0.00	£0.00
4021 Milbury Reach S106 Funds	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

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Comparison between 01/05/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Actual Net	Actual Net (year to date)	Balance
4022 Community Plan Projects	£0.00	£0.00	£0.00	£0.00
Total Ring Fenced/Designated Funds	£18,000.00	£116.00	£436.99	£17,563.01
Grant Funding				
5001 Community Small Grants	£3,000.00	£0.00	£0.00	£3,000.00
Total Grant Funding	£3,000.00	£0.00	£0.00	£3,000.00
Value Added Tax				
9001 VAT input tax	£0.00	£0.00	£0.00	£0.00
Total Value Added Tax	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£141,782.00	£5,014.81	£11,528.67	£130,253.33
Total Income	£142,075.00	£1,010.37	£221,213.74	£79,138.74
Total Expenditure	£141,782.00	£5,014.81	£11,528.67	£130,253.33
Total Net Balance	£293.00	-£4,004.44	£209,685.07	