

Chairman: Kevin Smith

Action

**21/293 Present**

Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), Cllr Charles Nuttall (CN), Cllr Kevin Smith (KS)

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 1

**21/294 Apologies accepted from**

Devon County Councillor Alan Connett

**21/295 Declaration of interest on Agenda Items**

None declared.

**21/296 Dispensation requests regarding Code of Conduct**

None received.

**21/297 Public open session (maximum 10 minutes)**

No comments.

**21/298 To confirm the Draft Minutes of the EPC Meeting held on 5 July 2021 are an accurate record**

It was resolved to approve the minutes.

**21/299 Clerk's Report**

1. Teignbridge District Council Standards Committee were seeking a non-voting Councillor representative to sit on the Committee.
2. An email had been received from a resident with video footage of an endangered species of bat flying around behind Farmhouse Rise - a site proposed for development in the Local Plan.
3. Three residents had emailed Teignbridge District Council opposing to proposed development in the Local Plan. The Clerk had been copied in for information.
4. An email had been received requesting advice on neighbours holding a party with live music.

**Action**

5. Covid measures in the Victory Hall (mask wearing etc) would remain in place until the Trustees had met and decided on an ongoing strategy.
6. Two emails had been received requesting that the Petanque area was cleared of weeds.
7. An email had been received asking who was responsible for cutting the hedgerow in Deepway Lane and Coffins Lane.
8. Cllr Connett had asked a question at the Devon County Council Cabinet meeting regarding the delay in carrying out checks to allow progress on the installation of Vehicle Activated Signs (VAS) in Exminster. The delay was due to a backlog of work due to Covid restrictions. Councillors were disappointed with the answer. Cllr Nuttall would follow the issue up with Cllr Connett.

CN

**21/300 To discuss the promotion of a petition from residents to extend the 20mph speed limit in the village**

Cllr Nuttall would set up the petition in his personal capacity rather than as a Parish (or District) Councillor.

CN

Cllr Smith suggested that a petition could be arranged online at change.org and the details could be advertised on Facebook.

It was thought that the petition would be best set up in September/October – after the summer holidays.

**21/301 To discuss matters relating to the Teignbridge District Council Local Plan Review**

**To consider the draft report submitted by Des Dunlop, planning consultant, retained by the Parish Council**

It was confirmed that the Parish Council would object to development of all proposed sites.

Issues that needed consideration when responding to the draft report were highlighted.

- There was insufficient evidence of Teignbridge District Council's duty to co-operate on the Local Plan.
- Teignbridge District Council had chosen to apply a buffer of 20% to its housing land supply. If a buffer of 5% had been applied, 3000 fewer houses would be required and therefore no development would be needed in Exminster.
- The impact of the South West Exeter development on the Parish was not yet apparent. This needed to be experienced and understood before further housing was considered.

**Action**

- The Neighbourhood Development Plan was written considering the South West Exeter development, and settlement limits for Exminster village were clearly defined within it. This should be emphasised.

The draft report was considered page by page. The amendments would be sent back to Des Dunlop for inclusion in the final report.

JD

**To confirm arrangements for the public drop-in session scheduled for Saturday 25 July at the Victory Hall**

The Deputy Clerk and Cllr Churchward would set up the display boards on Wednesday afternoon at 2pm in readiness to be moved into place in the Victory Hall on Saturday morning.

Cllrs Smith, Aird and Churchward would open the Victory Hall on Saturday morning at 9am to set up the boards and tables in the hall.

50 leaflets explaining how to respond to the plan would be printed and given to members of the public who attended.

HH

**PROPERTY & AMENITIES MATTERS**

**21/302 To consider the yearly plan of work from the Green Spaces Working Party**

The project list had been circulated.

Cllr Madge reported that New Leaf were being engaged to work with the Green Spaces Group on two projects. It was hoped that this arrangement would be further developed in the future.

Concern was expressed about the roots of the horse chestnut trees in the bank between Deepway and Spurfield encroaching on the car park and damaging the surface. The Clerk would relay this to the Green Spaces Group.

JD

It was confirmed that dwarf apple trees had been chosen for planting at the bottom of the daffodil bank that would not obscure the view for residents at the top of the bank and ensure that the bank was still visible.

**21/303 To update Council on a meeting held with Exminster Recreational Trust and Cllrs Smith and Nuttall on 13 July**

In attendance from ERT were Gary Wheatley (Chair of the football club committee) and Graham Moore (Secretary and Treasurer of ERT). The relationship between the football committee and ERT was questioned. It was noted that there were different ways that the football club could be constituted (eg a Community Interest Company).

There were currently 10 football teams and the club had 70-80 members.

A £10,000 grant had been obtained from the Football Association for pitch improvements. This would be received over a 6-year period.

**Action**

Short term plans included the replacement of the metal container that was used for storage and the implementation of a managed membership system to encourage more use of the clubhouse.

In the medium term, the goalposts would be replaced.

In the long-term improvements to the patio area were proposed and an all-weather pitch was desired.

The accounts listed on the Charity Commission website had caused confusion. It was confirmed that there had been a clerical error during submission.

The high cost of utility bills (noted from the accounts) was challenged. This had been investigated by the Trust and the issue rectified.

The club had difficulty in obtaining grants because of the short-term remaining on the lease.

It was explained that if the club changed to a Community Interest Company then the lease would need to be renegotiated.

It was likely that a request for funding to extend the clubhouse would be sought from the Parish Council. It was noted that a good business case would be required to demonstrate benefits to the club and the wider community.

**FINANCE MATTERS**

**21/304 RFO's report**

Direct Debits during June:

Nest	£126.56
Bankline	£4.40
EE	£28.80
Utilities Warehouse	£63.74
Devon Communities Together	£50.00

**21/305 Accounts for Approval**

It was resolved to approve payments in the sum of £9488.86.

**21/306 Draft accounts for June 2021**

There were no questions on the reports.

**/1 Budget Comparison Report**

Noted

**/2 Balance Sheet**

Noted

**Action**

**21/307 To consider a Community Grant application from the Exminster School Association for the sum of £500**

The request was to fund specialist art resources (sculpture materials, watercolours, etc).

It was resolved to approve the application.

JD/HH

**PLANNING MATTERS**

**21/308 Planning Applications**

**/1 21/01380/HOU, 6 Higher Aboveway - Proposed demolition of existing single storey structures and the construction of two storey rear and side extensions**

The extension was in accordance with Neighbourhood Development Plan policy EXM3 (quality of design).

The works were extensive and were likely to cause some disruption with vehicles turning into and out of the narrow lane.

It was resolved to support the application and comment:

- A traffic management plan should be requested from the applicant, to ensure that the amenity of neighbours and safety of all road users in that congested area of the village will be maintained during the extensive works.
- Developers should commit to reasonable working hours, ie: Mon-Fri 0800-1800, Sat 0800-1300, to ensure the amenity of neighbours is maintained during the extensive works.
- To meet Exminster Parish's biodiversity expectations, the applicant should include bee habitats in the development as well as the bat and bird habitats that are recommended in the Preliminary Ecological Survey by George Bemment Associates.
- Recommendations by George Bemment Associates, Chapters 1 and 4 should be adhered to and made a Condition of Planning Consent, especially those regarding erection of, and timing of, scaffolding and construction works on the south side of the house adjacent to number 7.

**/2 21/01467/HOU, 12 Brunel View - Single storey rear extension**

The extension was to increase the size of the kitchen and create a living/dining area.

The development met the conditions of Neighbourhood Development Plan policy EXM3 (quality of design).

There would be no change to the garage or parking.

**Action**

It was resolved to support the application and comment:

- The privacy and amenity of the dwelling and neighbouring dwellings should be reviewed.
- Because of proximity of the protected woodland to the east of the dwelling, and to meet Exminster Parish's biodiversity expectations, the applicant should include bat, bee and bird habitats within the development.

HH

**/3 21/01528/FUL, Land At South West Exeter, Matford - School embankment**

The Matford Working Party's view was that the Parish Council did not have the expertise to comment on this application.

HH

**21/309 Planning Decisions**

Noted as listed beneath.

**/1 20/01438/OUT, Greenacre, Trood Lane - Outline - Three Dwellings (Approval Sought For Access) GRANTED**

**OTHER PLANNING MATTERS**

**21/310 To note any planning matters regarding the Matford development**

None to report.

**21/311 Councillors' Reports**

1. Cllr Nuttall gave apologies for the Parish Council meeting on 2 August.
2. Cllr Nuttall commented that residents had found the leaflet regarding the Local Plan consultation to be informative.
3. Cllr Churchward reported that the site at the bottom of Reddaway Drive (for the provision of an electric charging point for co-cars) was satisfactory on a technical level and would be considered at the next meeting of HATOC.

**21/312 Public Open Session – (Maximum 10 minutes)**

No comments.

The meeting closed at 21:25

Date and time of next meeting: Monday 2 August 2021 at 19:30

Venue: Victory Hall, Exminster

Signed:...Kevin Smith..... Date:...2 August 2021.....

# Financial Budget Comparison

Unaudited/Draft

Comparison between 01/06/21 and 30/06/21 inclusive.

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

	2021/2022	Actual Net	Actual Net (year to date)	Balance
<b>INCOME</b>				
<b>Ring Fenced/Designated Funds</b>				
41 Cemetery (Burial Fees)	£0.00	£240.00	£310.00	£310.00
42 Footpaths	£0.00	£0.00	£1,000.00	£1,000.00
<b>Total Ring Fenced/Designated Funds</b>	£0.00	£240.00	£1,310.00	£1,310.00
<b>Precept</b>				
11 Precept	£140,875.00	£0.00	£70,437.50	-£70,437.50
<b>Total Precept</b>	£140,875.00	£0.00	£70,437.50	-£70,437.50
<b>Interest</b>				
21 Interest on NatWest	£100.00	£6.67	£16.84	-£83.16
23 Interest on Unity Trust	£200.00	£0.00	£0.00	-£200.00
28 Dividend on CCLA Milbury Reach Funds	£300.00	£2.06	£5.10	-£294.90
29 Dividend on CCLA General Fund	£300.00	£1.11	£2.74	-£297.26
<b>Total Interest</b>	£900.00	£9.84	£24.68	-£875.32
<b>Other Income</b>				
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
<b>Total Other Income</b>	£300.00	£0.00	£149,691.40	£149,391.40
<b>Value Added Tax</b>				
<b>Total Value Added Tax</b>	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>	<u>£142,075.00</u>	<u>£249.84</u>	<u>£221,463.58</u>	<u>£79,388.58</u>
<b>EXPENDITURE</b>				
<b>Amenities</b>				
1001 Bowling Green	£1,601.00	£101.50	£399.00	£1,202.00

# Financial Budget Comparison

Unaudited/Draft

Comparison between 01/06/21 and 30/06/21 inclusive.

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

		<b>2021/2022</b>	<b>Actual Net</b>	<b>Actual Net (year to date)</b>	<b>Balance</b>
1002	Crockwells Meadow	£3,708.00	£1,820.20	£2,146.97	£1,561.03
1003	Deepway Green General Maintenance	£7,210.00	£670.22	£1,517.28	£5,692.72
1004	Dryfield	£1,524.00	£174.00	£345.00	£1,179.00
1006	Public Toilet	£1,030.00	£0.00	£120.00	£910.00
1007	Spurfield	£2,884.00	£1,280.60	£1,620.60	£1,263.40
1008	Townfield	£1,030.00	£130.50	£214.50	£815.50
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	£87.00	£339.00	£1,721.00
1012	Existing Asset Maintenance	£10,000.00	£1,912.00	£2,627.00	£7,373.00
1013	Primrose Bank and Planter	£124.00	£0.00	£0.00	£124.00
1014	Hospital Drive	£2,744.00	£116.00	£456.00	£2,288.00
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	£0.00	£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
<b>Total Amenities</b>		<b>£51,432.00</b>	<b>£6,292.02</b>	<b>£9,810.35</b>	<b>£41,621.65</b>
<b>Staff Costs</b>					
3001	Parish Clerk	£17,000.00	£1,323.47	£3,970.41	£13,029.59
3002	Deputy Clerk/RFO/Communications	£22,600.00	£1,768.05	£5,304.15	£17,295.85
3003	Caretaker/Litter Picker	£5,400.00	£400.94	£1,331.78	£4,068.22
3005	Locum Clerk/RFO	£2,000.00	£0.00	£0.00	£2,000.00
3010	HMRC Control Accounts	£0.00	£1,249.66	£0.00	£0.00
3011	Pension Contributions	£0.00	£0.00	£0.00	£0.00
<b>Total Staff Costs</b>		<b>£47,000.00</b>	<b>£4,742.12</b>	<b>£10,606.34</b>	<b>£36,393.66</b>

## General Administration

# Financial Budget Comparison

Comparison between 01/06/21 and 30/06/21 inclusive.

Unaudited/Draft

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	£0.00	£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	£0.00	£262.50	£937.50
6005 Insurances	£3,000.00	£0.00	£0.00	£3,000.00
6006 Bank Charges inc Bankline	£100.00	£4.40	£12.00	£88.00
6007 Members' Expenses & Training	£750.00	£0.00	£0.00	£750.00
6008 Staff Expenses & Training	£1,100.00	£99.17	£137.51	£962.49
6009 General Subscriptions	£1,500.00	£50.00	£825.00	£675.00
6010 Postage & Telephones	£1,000.00	£24.00	£184.50	£815.50
6012 Office Supplies/Maintenance	£1,800.00	£38.45	£75.09	£1,724.91
6014 Payroll running costs	£400.00	£0.00	£0.00	£400.00
6015 Software Subscriptions	£3,000.00	£0.00	£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	£425.00	£425.00	£575.00
6019 Matford Planning Support	£0.00	£0.00	£0.00	£0.00
<b>Total General Administration</b>	<b>£22,350.00</b>	<b>£641.02</b>	<b>£2,350.15</b>	<b>£19,999.85</b>
<b>Ring Fenced/Designated Funds</b>				
4001 Cemetery	£0.00	£257.10	£510.09	-£510.09
4002 Footpaths	£0.00	£116.00	£116.00	-£116.00
4005 Lot 9 Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
4007 Wilderness	£0.00	£0.00	£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

Comparison between 01/06/21 and 30/06/21 inclusive.

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

Unaudited/Draft

	2021/2022	Actual Net	Actual Net (year to date)	Balance
4022 Community Plan Projects	£0.00	£0.00	£0.00	£0.00
<b>Total Ring Fenced/Designated Funds</b>	£18,000.00	£373.10	£810.09	£17,189.91
<b>Grant Funding</b>				
5001 Community Small Grants	£3,000.00	£500.00	£500.00	£2,500.00
<b>Total Grant Funding</b>	£3,000.00	£500.00	£500.00	£2,500.00
<b>Value Added Tax</b>				
9001 VAT input tax	£0.00	£0.00	£0.00	£0.00
<b>Total Value Added Tax</b>	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	£141,782.00	£12,548.26	£24,076.93	£117,705.07
Total Income	£142,075.00	£249.84	£221,463.58	£79,388.58
Total Expenditure	£141,782.00	£12,548.26	£24,076.93	£117,705.07
<b>Total Net Balance</b>	<b>£293.00</b>	<b>-£12,298.42</b>	<b>£197,386.65</b>	

## Exminster Parish Council Balance Sheet - Assets and Liabilities

	Opening Balance	Income	Expenditure	Debtors	Creditors	Transfers	Closing Balance	Notes
	01/04/2021						30/06/2021	
	£	£	£	£	£	£	£	
<b>Current Assets</b>								
<b>Investments</b>								
Current Account NatWest	500.00						500.00	
Reserve Account NatWest	530,400.01	222,417.35	-25,198.98			-3.00	727,615.38	
Treasurer's Account Lloyds TSB	85,005.00					3.00	85,008.00	
Public Sector Deposit Fund (Milbury)	77,210.39	5.10					77,215.49	
Public Sector Deposit Fund (General)	41,591.62	2.74					41,594.36	
Unity Trust Bank	85,785.04						85,785.04	
<b>Total Investments</b>	<b>820,492.06</b>						<b>1,017,718.27</b>	
VAT Recoverable	961.61	-961.61	947.05			1,995.00	2,942.05	
<b>Debtors</b>								
Payment in Advance	2,327.43	-2,327.43						
<b>Total Current Assets</b>	<b>823,781.10</b>						<b>1,020,660.32</b>	
<b>Current Liabilities</b>								
Creditors			-175.00				-175.00	
Accruals								
<b>Total Current Liabilities</b>							<b>-175.00</b>	
<b>Net Assets</b>	<b>823,781.10</b>						<b>1,020,835.32</b>	

## Exminster Parish Council Balance Sheet - Fund Breakdown

	Opening Balance	Receipts	Payments	Debtors	Creditors	Transfers	Closing Balance	Notes
	01/04/2020						30/06/2021	
	£	£	£	£	£	£	£	
Cemetery	14,179.03	310.00	-510.09				13,978.94	
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	-116.00				535.62	
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	70,594.08	-23,266.84				263,496.67	
<b>Total Funds</b>	<b>823,606.10</b>	<b>221,463.58</b>	<b>-24,076.93</b>				<b>1,020,835.32</b>	

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