

Chairman: Kevin Smith

Action

**21/418 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: 2

**21/419 Apologies accepted from**

Cllr Lorne Smyth (LS) - illness

**21/420 Declaration of interest on Agenda Items**

None declared.

**21/421 Dispensation requests regarding Code of Conduct**

None received.

**21/422 Public open session (maximum 10 minutes)**

No comments.

**21/423 To confirm the Draft Minutes of the EPC Meeting held on 4 October 2021 are an accurate record**

Resolved.

**21/424 Clerk's Report**

1. Devon County Council is endeavouring to access government funding to enhance bus services across the county. Cllr Connett had been asked to lobby on behalf of the Parish Council to ensure that the South West Exeter development had an adequate bus service.

Cllr Aird was concerned about the lack of communication between Teignbridge District Council and Devon County Council in arranging S106 agreements for bus services. This matter would be on the agenda for the next Parish Council meeting to consider what action the Parish Council could take.

JD

2. Councillors were reminded to bring their Register of Interests up to date if necessary.

All

3. The Green Spaces Group had made a short video on the work that it undertook in the village. There would be a link to this on the Parish Council website. HH

**21/425 1. To update Council on the format the civil Remembrance Sunday service will follow this year**

A meeting had taken place with Reverend Williams to discuss arrangements.

Two services would be held in tandem - in the Church and the Victory Hall. The service in the Victory Hall would be taken by representatives from the Church. There would be no singing at the Victory Hall service, with poems read as an alternative. Cllrs Aird and Churchward agreed to read these. Arrangements for the uniform groups were outlined. One verse of the National Anthem would be played.

Only 60 people were allowed in the Victory Hall due to the Trust's Covid restrictions. This would necessitate attendees being counted into the hall. Arrangements for the counting needed to be finalised.

Cllr Madge agreed to lock up the hall at 11:30.

**2. To agree a donation to the British Legion Poppy Appeal in the sum of £40**

Resolved.

**21/426 To consider communication received from the Exminster Long Table organisation regarding the Queens Platinum Jubilee Celebration in 2022 and the lack of volunteers to organise it**

Cllr Aird explained that people may be reluctant to take on a directorship of a Community Interest Company (how the Long Table Event was set up) but may be willing to help organise a *Jubilee* event. Under the company's statute, a proportion of proceeds from a *Long Table* event went to the Nayamba Trust (a separate charity) but the Trustees of this were only willing to support a new Board of Directors with the organisation, as opposed to continuing it themselves

If no new directors came forward, it was suggested that the company could be wound up and that the Parish Council could offer to hold any assets for the community.

This Parish Council itself did not have the capacity to organise an event but could consider financially supporting a small committee of residents to organise something.

**21/427 To consider any recommendations for new parking restrictions (yellow lines) in Exminster**

No new suggestions were put forward.

**PROPERTY & AMENITIES MATTERS**

**21/428 To consider a report from Ruddlesden geotechnical regarding the banks bordering St Martins football ground**

There were no concerns about the current stability of the bank.

The report contained advice about vegetation maintenance. Currently all vegetation was adequately maintained, but the size of the sycamore, ash and buddleia needed cutting back and monitoring to ensure that they did not become too large. It was recommended that no new trees or large bushes were planted on the banks.

Annual reporting on the banks would continue.

It was agreed to publicise the reasons for the vegetation maintenance on Facebook.

HH

**21/429 To consider the annual tree inspection report and recommendations made**

A tree on Hospital Drive would benefit from a large limb being removed.

No other issues were identified in this year's report, but Cllr Madge noted that last year the large oak tree in Crockwells Meadow had been reported as potentially needing remedial work. The Clerk would check this with the tree contractor.

It was resolved to delegate authority to the Clerk and Chairman to arrange the removal of the limb up to a cost of £2500.

JD

**FINANCE MATTERS**

**21/430 RFO's report**

1. Direct debit payments during September:

Nest	£126.56
Bankline	£5.20
EE	£28.80
Utilities Warehouse	£35.07

2. Email boxes need to be less than 1GB in accordance with the fair usage policy of the providers. Currently, the hosting costs £49.99 per year, but that cost would rise to £551.88 if mailboxes of unlimited size were desired.
3. The payroll provider would retire in March. Alternative provision needed to be sought and in place for the new financial year. It was suggested that other Clerks were asked about their payroll arrangements.

JD/HH

**21/431 Accounts for Approval**

It was resolved to approve payments in the sum of £5396.20

HH

**21/432 Draft accounts for September 2021**

Noted.

**/1 Budget Comparison Report**

No questions.

**/2 Balance Sheet**

No questions.

**21/433 To appoint members to the Budget Working Party**

It was resolved to appoint Cllr Churchward.

The Chair and Vice Chair were ex-officio members.

**21/434 To consider a grant application from the Citizens Advice, Teignbridge in the sum of £500**

In the last financial year, Citizens Advice helped 88 residents in Exminster with 352 issues. In the current financial year 52 residents had been helped, so far, with 205 issues.

The application was unusual in that it was for an organisation outside the village. However, the application demonstrated that the service was of benefit to residents.

It was resolved to grant £500.

JD/HH

**PLANNING MATTERS**

**21/435 Planning Applications**

**/1 15/02178/MAJ, Matford Home Farm, Matford - Change of use of land to Suitable Alternative Natural Green Space (SANGS) (Use Class D2) required for the residential development on adjoining land**

It was resolved not to comment on this application.

HH

**21/436 Planning Decisions**

**/1 21/01664/HOU, 46 Miller Way – Single Storey Rear Extension – GRANTED**

**/2 21/01650/LBC, Little Thatch, Days-Pottles Lane - Replace Thatch - REFUSED**

**OTHER PLANNING MATTERS**

**21/437 To note any planning matters regarding the Matford development**

1. Councillors had received a tour of the Ridge Top Park (Suitable Alternative Natural Green Space). The work that Teignbridge District Council rangers had undertaken was impressive.
2. A meeting with representatives from the NHS and Devon County Council had taken place regarding the Community Centre. There had been little progress since the last meeting. A meeting of the RFO and a representative from the Clinical Commissioning Group was scheduled for 20 October.

**21/438 To consider a communication from Cavanna Homes offering Council the option to manage new statutory allotments on their development**

JD

It was resolved that the Parish Council would not manage the allotments.

**ENVIRONMENTAL MATTERS**

**21/439 To provide feedback to Council on the recent Environment Fair**

Cllr Churchward reported that the Fair had been successful and well attended and asked whether the Parish Council would consider making this an annual event.

The Parish Council thanked those involved in its organisation and agreed that it should become an annual event.

**21/440 Councillors' Reports – for information only**

1. Cllr Aird was unhappy that the heating in the Victory Hall was not on again. The Clerk would contact the Victory Hall Trust about this.

JD

**21/441 Public Open Session – (Maximum 10 minutes)**

Comments:

1. A retaining wall on Reddaway Drive had collapsed. Cllr Smith explained that Devon County Council had coned the area containing the debris off, the wall was a private boundary, and an insurance claim was in progress.

**The meeting closed at 20:55**

**Date of next meeting: Monday 1 November 2021 at 19:30 in the Victory Hall**

Signed: Kevin Smith

Date: 1 November 2021

# Exminster Parish Council Balance Sheet - Assets and Liabilities

	Opening Balance	Income	Expenditure	Debtors	Creditors	Transfers	Closing Balance	Notes
	01/04/2021						30/09/2021	<b>DRAFT</b>
	£	£	£	£	£	£	£	
<b>Current Assets</b>								
<b>Investments</b>								
Current Account NatWest	500.00						500.00	
Reserve Account NatWest	530,400.01	295,761.55	-68,797.12			-5.00	757,359.44	
Treasurer's Account Lloyds TSB	85,005.00					5.00	85,010.00	
Public Sector Deposit Fund (Milbury)	77,210.39	10.30					77,220.69	
Public Sector Deposit Fund (General)	41,591.62	5.58					41,597.20	
Unity Trust Bank	85,785.04						85,785.04	
<b>Total Investments</b>	<b>820,492.06</b>						<b>1,047,472.37</b>	
VAT Recoverable	961.61	-1,908.66	4,238.89			1,995.00	5,286.84	
<b>Debtors</b>								
Payment in Advance	2,327.43	-2,327.43						
<b>Total Current Assets</b>	<b>823,781.10</b>						<b>1,052,759.21</b>	
<b>Current Liabilities</b>								
Creditors			-175.00		917		742.00	
Accruals								
<b>Total Current Liabilities</b>							<b>742.00</b>	
<b>Net Assets</b>	<b>823,781.10</b>						<b>1,052,017.21</b>	

# Exminster Parish Council Balance Sheet - Fund Breakdown

	Opening Balance	Receipts	Payments	Debtors	Creditors	Transfers	Closing Balance	Notes
	<b>01/04/2020</b>						<b>30/09/2021</b>	
	£	£	£	£	£	£	£	
Cemetery	14,179.03	1,145.00	-1,280.09				14,043.94	
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		-271.00				2.15	
Footpaths	-348.38	1,000.00	-304.00				347.62	
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	
Green Spaces Group donations						565.64	565.64	
Community Infrastructure Levy	357,752.21	149,559.50					507,311.71	
General Fund	216,326.86	142,164.27	-62,528.14			-565.64	294,322.92	
<b>Total Funds</b>	<b>823,606.10</b>	<b>293,868.77</b>	<b>-64,383.23</b>				<b>1,052,017.21</b>	

**DRAFT**

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

# Financial Budget Comparison

Comparison between 01/09/21 and 30/09/21 inclusive.

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

**DRAFT**

	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	£445.00	£1,145.00	£1,145.00
42 Footpaths	£0.00	£0.00	£1,000.00	£1,000.00
<b>Total Ring Fenced/Designated Funds</b>	£0.00	£445.00	£2,145.00	£2,145.00
<b>Precept</b>				
11 Precept	£140,875.00	£70,437.50	£140,875.00	£0.00
<b>Total Precept</b>	£140,875.00	£70,437.50	£140,875.00	£0.00
<b>Interest</b>				
21 Interest on NatWest	£100.00	£5.79	£34.85	-£65.15
23 Interest on Unity Trust	£200.00	£0.00	£0.00	-£200.00
28 Dividend on CCLA Milbury Reach Funds	£300.00	£1.50	£10.30	-£289.70
29 Dividend on CCLA General Fund	£300.00	£0.90	£5.58	-£294.42
<b>Total Interest</b>	£900.00	£8.19	£50.73	-£849.27
<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	£1,166.64	£1,166.64
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	£150,798.04	£150,498.04
<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>£70,890.69</u>	<u>£293,868.77</u>	<u>£151,793.77</u>
<b>EXPENDITURE</b>				
<b>Amenities</b>				
1001 Bowling Green	£1,601.00	£203.00	£906.50	£694.50



# Financial Budget Comparison

**DRAFT**

Comparison between 01/09/21 and 30/09/21 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	£69.00	£2,774.47	£933.53
1003	Deepway Green General Maintenance	£7,210.00	£1,478.54	£3,953.57	£3,256.43
1004	Dryfield	£1,524.00	£87.00	£780.00	£744.00
1006	Public Toilet	£1,030.00	£217.87	£552.87	£477.13
1007	Spurfield	£2,884.00	£274.00	£2,126.60	£757.40
1008	Townfield	£1,030.00	£87.00	£635.00	£395.00
1009	VH Flower Beds	£103.00	£0.00	£0.00	£103.00
1010	VH Surrounds	£309.00	£0.00	£87.00	£222.00
1011	Non EPC Owned Amenities	£2,060.00	£609.00	£3,595.00	-£1,535.00
1012	Existing Asset Maintenance	£10,000.00	£317.05	£4,864.53	£5,135.47
1013	Primrose Bank and Planter	£124.00	£0.00	£0.00	£124.00
1014	Hospital Drive	£2,744.00	£232.00	£1,036.00	£1,708.00
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	£354.19	£426.53	£73.47
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>£3,928.65</b>	<b>£21,738.07</b>	<b>£29,693.93</b>
<b>Staff Costs</b>					
3001	Parish Clerk	£17,000.00	£1,323.47	£7,940.82	£9,059.18
3002	Deputy Clerk/RFO/Communications	£22,600.00	£1,768.05	£10,608.30	£11,991.70
3003	Caretaker/Litter Picker	£5,400.00	£383.12	£2,756.96	£2,643.04
3005	Locum Clerk/RFO	£2,000.00	£0.00	£0.00	£2,000.00
3010	HMRC Control Accounts	£0.00	£1,264.26	£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>£4,738.90</b>	<b>£21,306.08</b>	<b>£25,693.92</b>
<b>General Administration</b>					

# Financial Budget Comparison

Comparison between 01/09/21 and 30/09/21 inclusive.

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

**DRAFT**

	2021/2022	Actual Net	Actual Net (year to date)	Balance
6001 Audit Fees	£1,200.00	£0.00	£750.00	£450.00
6002 Legal and Professional Fees	£5,000.00	£10,808.36	£11,673.36	-£6,673.36
6003 Chairman's Expenses	£300.00	£0.00	£250.00	£50.00
6004 Room Hire	£1,200.00	£0.00	£525.00	£675.00
6005 Insurances	£3,000.00	£2,187.58	£2,187.58	£812.42
6006 Bank Charges inc Bankline	£100.00	£5.20	£28.40	£71.60
6007 Members' Expenses & Training	£750.00	£0.00	£30.00	£720.00
6008 Staff Expenses & Training	£1,100.00	£26.17	£216.12	£883.88
6009 General Subscriptions	£1,500.00	£0.00	£825.00	£675.00
6010 Postage & Telephones	£1,000.00	£24.00	£428.82	£571.18
6012 Office Supplies/Maintenance	£1,800.00	£0.00	£330.78	£1,469.22
6014 Payroll running costs	£400.00	£0.00	£112.00	£288.00
6015 Software Subscriptions	£3,000.00	£7.19	£598.12	£2,401.88
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	£528.81	£471.19
6019 Matford Planning Support	£0.00	£0.00	£0.00	£0.00
<b>Total General Administration</b>	<b>£22,350.00</b>	<b>£13,058.50</b>	<b>£18,483.99</b>	<b>£3,866.01</b>
<b>Ring Fenced/Designated Funds</b>				
4001 Cemetery	£0.00	£190.00	£1,280.09	-£1,280.09
4002 Footpaths	£0.00	£0.00	£304.00	-£304.00
4005 Lot 9 Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
4007 Wilderness	£0.00	£0.00	£271.00	-£271.00
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 01/09/21 and 30/09/21 inclusive.

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

**DRAFT**

	<b>2021/2022</b>	<b>Actual Net</b>	<b>Actual Net (year to date)</b>	<b>Balance</b>
4022 Community Plan Projects	£0.00	£0.00	£0.00	£0.00
<b>Total Ring Fenced/Designated Funds</b>	<b>£18,000.00</b>	<b>£190.00</b>	<b>£1,855.09</b>	<b>£16,144.91</b>
<b>Grant Funding</b>				
5001 Community Small Grants	£3,000.00	£0.00	£1,000.00	£2,000.00
<b>Total Grant Funding</b>	<b>£3,000.00</b>	<b>£0.00</b>	<b>£1,000.00</b>	<b>£2,000.00</b>
<b>Value Added Tax</b>				
9001 VAT input tax	£0.00	£0.00	£0.00	£0.00
<b>Total Value Added Tax</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Expenditure</b>	<b>£141,782.00</b>	<b>£21,916.05</b>	<b>£64,383.23</b>	<b>£77,398.77</b>
Total Income	£142,075.00	£70,890.69	£293,868.77	£151,793.77
Total Expenditure	£141,782.00	£21,916.05	£64,383.23	£77,398.77
<b>Total Net Balance</b>	<b>£293.00</b>	<b>£48,974.64</b>	<b>£229,485.54</b>	