

Chairman: Kevin Smith

Action

21/468 Present

Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), 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

21/469 Apologies accepted from

Devon County Councillor Alan Connett.

21/470 Declaration of interest on Agenda Items

None.

21/471 Dispensation requests regarding Code of Conduct

None received.

21/472 Public open session (maximum 10 minutes)

1. A resident reported a steel box on Reddaway Drive near the Brownlees junction had fallen over.

It was believed to belong to Royal Mail and the Clerk had already reported it.

21/473 To confirm the Draft Minutes of the EPC Meeting held on 1 November 2021 are an accurate record

Resolved.

21/474 Clerk's Report

1. The Clerk and Chairman met with a resident regarding the maintenance of the Minster Park Banks. The resident was concerned about disruption to wildlife, disturbing birds' nests and unnecessary pruning. It was agreed that all major works would be carried out between October and March, keeping the access clear would be ongoing minor maintenance.
2. Westbank and Exminster Recreational Trust are considering increased signage to their facilities and are considering the value of a signpost on the corner of Farmhouse Rise and Reddaway Drive (land owned by the

JD

Action

- Parish Council). This would direct people to their facilities. A zoom meeting would take place to discuss the implications of this and it would potentially come back as an agenda item at a future meeting.
3. The replacement play train at Deepway Green has now been installed. Its structure contained recycled plastic milk bottles and the safety surface was made from recycled rubber. This information would be publicised on Facebook. HH
 4. A resident had reported flooding on Days Pottles Lane. They were referred to Devon County Council as the Highway's Authority.
 5. There had been a report of Japanese Knotweed in the Wilderness. A survey would take place on Friday 17 November with remedial action following as appropriate. Financial Regulation 4.5 would be used, if urgent action was required. Councillors were concerned about how the knotweed had become established in the wilderness. JD/HH
 6. The maintenance contract discussed in Part II of the meeting on 1 November had been signed by Mr Fowler.
 7. A zero-hours contract had been set up to provide holiday cover for the toilet caretaker/litter picker.
 8. Three Neighbourhood Planning webinars would take place in January. The Chairman and Deputy Clerk would attend. Cllrs Churchward and Nuttall also expressed an interest in attending.
 9. The response to the Exeter Local Plan consultation, as agreed in the meeting on 1 November, had been submitted.
 10. The Remembrance Sunday service arrangements had worked well. Participants had been thanked.
 11. Cavanna Homes had advised that they had £1,500 to donate to local charities that would benefit the community in Exminster village. Councillors were asked to consider options and the subject would come back on the next agenda. All
 12. The Deputy Clerk's laptop computer required replacing. A sum of £500 plus VAT was agreed with the Chairman and Clerk (under Financial Regulation 4.5). This would exceed the stationery and office equipment budget. The additional funding would come from the general reserve.

FINANCE MATTERS

21/475 RFO's report

1. Direct Debit payments during October:

Nest	£136.99
Bankline	£7.20

Action

EE	£28.80
Utilities Warehouse	£38.30

2. £314,910.74 Community Infrastructure Levy (CIL) was received at the end of October.
3. The Budget Working Party had met to review the Terms of Reference, Investment Strategy and Reserves Policy. Consideration was given to the level of reserves held. The next meeting would take place on 30 November.
4. It was agreed that payroll should continue to be outsourced when the existing payroll provider retired.

HH

21/476 Accounts for Approval

It was resolved to approve payments in the sum of £4479.60.

HH

21/477 Draft accounts for October 2021

Noted.

/1 Budget Comparison Report

No questions.

/2 Balance Sheet

No questions.

21/478 To agree the following

1. **To pay staff wages for the month of December on receipt of details from the payroll bureau.**

Resolved.

2. **To pay invoices that are received up to 15 December, in consultation with the Chairman or Vice Chairman of the Council.**

Resolved.

PLANNING MATTERS

21/479 Planning Applications

/1 21/02439/HOU, 1 Minster Road - Rear extension, loft conversion with side dormer windows and alterations

The work would re-configure existing accommodation and provide additional.

It was resolved to support the application with the following comment:

To meet biodiversity expectations, nesting features should be provided for bats, bees and birds.

HH

/2 21/02036/HOU, 3 Berry Cottages - Two storey rear extension

Action

The layout and extent of the building work was outlined.

It was resolved to support the application with the following comment:

To meet biodiversity expectations, nesting features should be provided for bats, bees and birds.

HH

/3 21/02425/HOU, 86 Old Quarry Drive - Loft conversion

There was one comment on the planning portal about potential overlooking of a neighbouring property.

It was resolved to support the application with the following comment:

To meet biodiversity expectations, nesting features should be provided for bats, bees and birds.

HH

/4 21/02361/HOU, 141 Old Quarry Drive - Extension and conversion of garage to annexe

The building was a studio, rather than a garage, so it was thought that the application should have been for change of use. The accommodation was close to neighbouring gardens and would reduce amenity and privacy. However, there were no objections on the planning portal to date.

There would be no additional off-road parking planned and the property was on a narrow road.

It was resolved to object to the application and comment as follows:

- This is a request for change of use of an outbuilding to Ancillary Accommodation, not a planning application for alterations.
- Ancillary accommodation will require additional parking provision on the narrow estate road, adding to the difficulty of any emergency services vehicle needing access to the estate.
- There would be a reduction of privacy and amenity for neighbouring dwellings.
- No provision had been made for drainage or sewage.
- This development does not meet Neighbourhood Development Plan policy EXM3 (quality of design) as it does not enhance local character.
- This development does not meet Teignbridge Local Plan, S2 - Quality Development, a): integrating with and, where possible, enhancing the character of the adjoining buildings.
- There is no provision for bat, bee and bird habitats to meet Exminster Parish Council's biodiversity expectations for any development within Exminster.

HH

/5 21/02525/TPO, 42 Crockwells Close - Crown lift walnut tree and two silver birches to 2.2m above ground level and remove lower branch from walnut tree

Action

The trees were part of the Wilderness preservation order.

It was resolved that the Parish Council:

- Approved of the removal of the one low branch from the walnut tree.
- Approved of the pruning and removal of minor branches below 2.2 metres from the ground for all three trees.

And to comment:

- After the experience of previous mistakes when contractors exceeded their remit in both the Wilderness and in Reddaway Drive, the Arboricultural Officer was requested to attend to monitor the works to ensure that only the necessary work took place.

HH

21/480 Planning Decisions

Noted as listed below.

- /1** 21/00774/CONSLT, Crablake Farm, Exminster - On-farm composting of garden waste in an open windrow, with all compost used on the holding at Crablake Farm – **CONDITIONAL APPROVAL**
- /2** 21/02064/VAR, Pottles Barns, Days-Pottles Lane - Removal of conditions 4 and 5 on permission 06/08216/MAJ (Change of use and conversion of existing barns to 12 holiday let units) relating to the buildings being occupied for holiday use, to enable permanent residential use - **REFUSAL OF VARIATION OF CONDITION FOLLOWING GRANT OF CONDITIONAL PLANNING PERMISSION**

Other Planning Matters

21/481 To update Council on a meeting with the NHS and Devon County Council held on the 8 November

The Chairman and Deputy Clerk had attended the meeting.

A second draft of plans for the community centre, commissioned by Devon County Council, were shared.

The NHS representatives were still unsure of the area required for the GP practice. This was holding the process up.

Comments made by members of the Matford Working Party about the first draft had been actioned. The draft was based on the needs analysis carried out by the Parish Council at the beginning of 2021. In order for the Parish Council to fully consider the implications of accepting a hand-over of the building, further detailed work needed to be done on financial and operating models. A quotation had been sought from Consult QRD (who prepared the initial and updated needs analyses) to carry out this work.

The latest draft plans did not have sufficient parking for a building of the scale proposed.

Action

Previously the Parish Council had considered purchasing an area of land adjacent to the existing site for the purpose of extending either the accommodation or car park. Provision had been made in the s106 agreement for this. Any purchase would be funded by the Parish Council's CIL.

It was suggested that the NHS should be asked whether a financial contribution to the car park would be made as it would benefit its employees.

If progress continued to be held up by the NHS, council must consider the viability of the community centre without the surgery. It was noted that the surgery had not been included in financials relating to the needs analysis carried out in January 2021.

21/482 To agree to retain a consultant to conduct a needs analysis on the draft plans for the proposed Matford community centre in the sum of £3000

The quotation from Consult QRD had been received after the agenda had been published and exceeded £3000. Accordingly, It was proposed to agree to retain a consultant to conduct a needs analysis on the draft plans for the proposed Matford community centre in the sum of £4000.

Resolved.

- 1. To consider instructing the District Valuer to value the land in the South West Exeter development immediately adjacent to the community centre.**

Resolved.

- 2. If the above is agreed to approve a budget figure of £1500.**

Resolved.

HH

21/483 To note any other planning matters regarding the Matford development

None to report.

21/484 To agree the strategy to consider the Local Plan consultation (Part 3)

The consultation started on 15 November and would remain open until midday on 24 January.

The consultation related to solar panels, wind farms, gypsy and traveller provision, and small development sites – the latter affecting land near Days Pottles Lane.

Several suggestions were made about how to respond to the consultation. It was agreed that Cllr Churchward, Cllr Aird, Cllr Smith and Cllr Nuttall held a zoom meeting during the week beginning 29 November to discuss potential strategies to be brought back to the Parish Council meeting on 6 December.

HH/JD

21/485 To agree the notes of the Part II meeting held on the 1 November 2021

Resolved.

Action

21/486 Councillors' Reports – for information only

1. Cllr Churchward reported that the Electric Vehicle charging points, proposed for the end of Reddaway Drive, would be considered at HATOC in February. If approved, the work could start after Easter.
2. Cllr Nuttall apologised for being unavailable for the Remembrance Sunday service.

21/487 Public Open Session – (Maximum 10 minutes)

No comments.

The meeting closed at: 20:40

Date and time of next meeting: Monday 6 December at 19:30

Venue: Victory Hall, Main Road, Exminster

Signed:....Kevin Smith..... Date:...6 December 2021.....

Financial Budget Comparison

Comparison between 01/10/21 and 31/10/21 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	£1,145.00	£1,145.00
42 Footpaths	£0.00	£0.00	£1,000.00	£1,000.00
Total Ring Fenced/Designated Funds	£0.00	£0.00	£2,145.00	£2,145.00
Precept				
11 Precept	£140,875.00	£0.00	£140,875.00	£0.00
Total Precept	£140,875.00	£0.00	£140,875.00	£0.00
Interest				
21 Interest on NatWest	£100.00	£6.18	£41.03	-£58.97
23 Interest on Unity Trust	£200.00	£0.00	£0.00	-£200.00
28 Dividend on CCLA Milbury Reach Funds	£300.00	£1.58	£11.88	-£288.12
29 Dividend on CCLA General Fund	£300.00	£0.93	£6.51	-£293.49
Total Interest	£900.00	£8.69	£59.42	-£840.58
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	-£541.00	£625.64	£625.64
35 Grant Income	£0.00	£0.00	£0.00	£0.00
50 Community Infrastructure Levy	£0.00	£314,910.74	£464,470.24	£464,470.24
Total Other Income	£300.00	£314,369.74	£465,167.78	£464,867.78
Value Added Tax				
Total Value Added Tax	£0.00	£0.00	£0.00	£0.00
Total Income	<u>£142,075.00</u>	<u>£314,378.43</u>	<u>£608,247.20</u>	<u>£466,172.20</u>
EXPENDITURE				
Amenities				
1001 Bowling Green	£1,601.00	£0.00	£906.50	£694.50

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Financial Budget Comparison

DRAFT

Comparison between 01/10/21 and 31/10/21 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	£1,032.00	£3,806.47	-£98.47
1003 Deepway Green General Maintenance	£7,210.00	£452.19	£4,405.76	£2,804.24
1004 Dryfield	£1,524.00	£87.00	£867.00	£657.00
1006 Public Toilet	£1,030.00	£0.00	£552.87	£477.13
1007 Spurfield	£2,884.00	£441.50	£2,568.10	£315.90
1008 Townfield	£1,030.00	£0.00	£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	£0.00	£3,595.00	-£1,535.00
1012 Existing Asset Maintenance	£10,000.00	£547.20	£5,411.73	£4,588.27
1013 Primrose Bank and Planter	£124.00	£0.00	£0.00	£124.00
1014 Hospital Drive	£2,744.00	£522.00	£1,558.00	£1,186.00
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	£85.00	£511.53	-£11.53
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	£3,166.89	£24,904.96	£26,527.04
Staff Costs				
3001 Parish Clerk	£17,000.00	£1,323.47	£9,264.29	£7,735.71
3002 Deputy Clerk/RFO/Communications	£22,600.00	£1,937.61	£12,545.91	£10,054.09
3003 Caretaker/Litter Picker	£5,400.00	£478.90	£3,235.86	£2,164.14
3005 Locum Clerk/RFO	£2,000.00	£0.00	£0.00	£2,000.00
3010 HMRC Control Accounts	£0.00	-£946.27	-£946.27	£946.27
3011 Pension Contributions	£0.00	£4.47	£4.47	-£4.47
Total Staff Costs	£47,000.00	£2,798.18	£24,104.26	£22,895.74
General Administration				

Financial Budget Comparison

Comparison between 01/10/21 and 31/10/21 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	£0.00	£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	£0.00	£2,187.58	£812.42
6006 Bank Charges inc Bankline	£100.00	£7.20	£35.60	£64.40
6007 Members' Expenses & Training	£750.00	£0.00	£30.00	£720.00
6008 Staff Expenses & Training	£1,100.00	£19.17	£235.29	£864.71
6009 General Subscriptions	£1,500.00	£36.00	£1,193.00	£307.00
6010 Postage & Telephones	£1,000.00	£24.00	£452.82	£547.18
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	£0.00	£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	£7.76	£536.57	£463.43
6019 Matford Planning Support	£0.00	£0.00	£0.00	£0.00
Total General Administration	£22,350.00	£94.13	£18,910.12	£3,439.88
Ring Fenced/Designated Funds				
4001 Cemetery	£0.00	£145.00	£1,425.09	-£1,425.09
4002 Footpaths	£0.00	£58.00	£362.00	-£362.00
4005 Lot 9 Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
4007 Wilderness	£0.00	£29.00	£300.00	-£300.00
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 01/10/21 and 31/10/21 inclusive.

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

DRAFT

	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	£232.00	£2,087.09	£15,912.91
Grant Funding				
5001 Community Small Grants	£3,000.00	£0.00	£1,000.00	£2,000.00
Total Grant Funding	£3,000.00	£0.00	£1,000.00	£2,000.00
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	<u>£141,782.00</u>	<u>£6,291.20</u>	<u>£71,006.43</u>	<u>£70,775.57</u>
Total Income	£142,075.00	£314,378.43	£608,247.20	£466,172.20
Total Expenditure	£141,782.00	£6,291.20	£71,006.43	£70,775.57
Total Net Balance	£293.00	£308,087.23	£537,240.77	

Exminster Parish Council Balance Sheet - Assets and Liabilities

	Opening Balance	Income	Expenditure	Debtors	Creditors	Transfers	Closing Balance	Notes
	01/04/2021						31/10/2021	
	£	£	£	£	£	£	£	
Current Assets								
Investments								
Current Account NatWest	500.00						500.00	
Reserve Account NatWest	530,400.01	613,429.31	-75,637.52			-6.00	1,068,185.80	
Treasurer's Account Lloyds TSB	85,005.00					6.00	85,011.00	
Public Sector Deposit Fund (Milbury)	77,210.39	11.88					77,222.27	
Public Sector Deposit Fund (General)	41,591.62	6.51					41,598.13	
Unity Trust Bank	85,785.04						85,785.04	
Total Investments	820,492.06						1,358,302.24	
VAT Recoverable	961.61	-5,200.50	4,456.09			1,995.00	2,212.20	
Debtors								
Payment in Advance	2,327.43	-2,327.43						
Total Current Assets	823,781.10						1,360,514.44	
Current Liabilities								
Creditors			-175.00		917		742.00	
Accruals								
Total Current Liabilities							742.00	
Net Assets	823,781.10						1,359,772.44	

Exminster Parish Council Balance Sheet - Fund Breakdown

	Opening Balance	Receipts	Payments	Debtors	Creditors	Transfers	Closing Balance	Notes
	01/04/2020						31/10/2021	
	£	£	£	£	£	£	£	
Cemetery	14,179.03	1,145.00	-1,425.09				13,898.94	
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		-300.00			26.85	0.00	All funds now spent.
Footpaths	-348.38	1,000.00	-362.00				289.62	
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	464,470.24					822,222.45	
General Fund	216,326.86	141,631.96	-68,919.34			-592.49	287,372.56	
Total Funds	823,606.10	608,247.20	-71,006.43				1,359,772.44	

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