

Action

22/49 Present

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)

Devon County Councillor: Alan Connett (AC)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 3

22/50 Apologies accepted from

Cllr Brian Aird (BA) – personal reasons

22/51 Declaration of interest on Agenda Items

None declared.

22/52 Dispensation requests regarding Code of Conduct

None received.

22/53 Public open session (maximum 10 minutes)

Comments:

1. Concern was expressed about the surface of the footpath on Milbury Mound.

Although this was not owned by the Parish Council, a letter would be sent to the management company stating that the issue had been raised in a public open session.

JD

22/54 To confirm the Draft Minutes of the EPC Meeting held on 17 January 2022 are an accurate record

Resolved.

22/55 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett reported:

1. Devon County Council's budget would be set on Thursday 17 February.

Action

2. The footpath between the Swans Nest roundabout and Highlands, currently impassable due to overgrown vegetation, would be cleared by Devon County Council contractors.
3. Improvements to the cycle path on Sannerville Way were being considered to make it clear to users who had the right of way.
4. There was the possibility that a zebra crossing would be installed outside the school.

22/56 District Councillors Reports on items other than those on the agenda

Teignbridge District Councillor Charles Nuttall reported:

1. There was £300 remaining in his councillor's fund that needed to be spent by the end of the financial year. Applications from local organisations were welcomed, in writing, to Cllr Nuttall.

22/57 Chairman's Report

No matters to report.

22/58 Clerk's Report

1. An email had been received from a resident disappointed at the cutting of the willows in the Wilderness.
2. Devon Association of Local Councils had asked Councils in Devon to submit nominations for a ballot for tickets to attend a Buckingham Place Garden party in recognition of past service as a Parish Council Chairman. Councillors decided to nominate Mrs Caroline Aird for her past contribution as Chairman to the Council over 5 1/2 years.
3. Exminster Film Club members and committee thanked the Parish Council for the grant recently awarded. This would allow the film club to continue for the foreseeable future.
4. The Green Spaces Group had submitted an entry to the Wildlife Community of the Year category of the Wild about Devon programme awards.
5. The Annual Parish Meeting would take place on Monday 21 March at 7pm. This would delay the start of the Parish Council meeting to 8pm.
6. Citizens Advice Teignbridge, awarded a grant by the Parish Council last year, had submitted its Q3 2021-2022 report for wards and parishes.
7. The Farmers' Market in May would take place on Saturday 14 from 1pm-6pm. It was agreed that a Parish Council open day would take place concurrently. A leaflet would be put together advertising this date.
8. The DALC member survey had been completed and submitted by the Clerk.

HH

Action

9. 200 saplings had been distributed to the community by the Green Spaces Group, with approximately half being planted in Exminster.
10. An email had been received suggesting that a Facebook post by the Parish Council regarding the clean-up of Spurfield/Deepway Green following the unauthorised encampment last summer may be considered a hate crime.
11. The Wildlife Warden and resident of Exminster objected to the Parish Council spending £215 on a plaque to commemorate the Queen's platinum jubilee and suggested that Her Majesty would prefer funds to be spent on a second tree, with a more economic sign, to mark the occasion.

22/59 To note the following Parish Council policies and procedures have been reviewed with no amendments required

- **Disciplinary Procedure**
- **Equality & Diversity Policy**
- **Health & Safety Policy**
- **Display Equipment Policy**
- **Grievance Policy**
- **Maternity, Paternity, Adoption Policy**
- **Sickness Absence Policy**
- **Safeguarding Policy**

Noted.

22/60 To agree amendments to the following

1. Staff & Councillor Training Policy

The amendments were outlined.

Resolved.

2. Staff Performance Review Policy & Procedure

The Chairman explained this was a new policy to support staff appraisals

Resolved.

3. Investment Strategy 2022-23

The following sentence was added: *Consideration will be given to whether the providers' investments are environmentally ethical and aid the Parish Council in reducing its carbon footprint.*

Resolved.

Action

FINANCE MATTERS

22/61 Payments for Approval

It was resolved to approve payments in the sum of £6245.40.

HH

PLANNING MATTERS

22/62 Planning Applications

/1 AHX/DCC/4268/2021, Lower Brenton Farm, Road Past Higher Brenton Farm, Kennford, EX6 7YL - Provision of temporary construction, demolition and excavation waste recycling facility; importation and landfilling of approximately 1.2 million cu.m of inert waste materials; and associated works including the installation of drainage infrastructure and alterations to existing vehicular accesses

The transport review on the impact of the proposals on the A379 and local roads, commissioned in conjunction with Shillingford and Kenn Parish Council was due to be received by 11 February.

Progress on the ecological report was awaited.

Both reports would be circulated when received.

SC/JD

Although the public consultation was scheduled to close on 5 February, new comments had been added to the portal today. It was agreed that the Parish Council should continue to bring the application to the attention of residents on Facebook.

HH

The Parish Council would consider its response at the meeting on 21 February.

/2 ABX/DCC/4286/2021, Kenbury Wood Landfill Site, Old Dawlish Road, Kennford EX6 7XD - Variation of Condition 1 (temporary permission) of planning permission DCC/4209/2020 for the temporary use of a portable cabin for 1 year, as a welfare annex to provide safe social distancing for employees to take breaks.

It was resolved to support the application.

HH

/3 17/02041/MAJ, Matford Barton, Dawlish Road - Outline - residential development of up to 25 dwellings (approval sought for access). (Revised description)

The Parish Council first responded to this application on 19 September 2017 and again on 18 November 2020, reiterating the original objection with additional points made.

The Matford Working Party had considered the revised description and concluded the comments submitted previously were still relevant.

It was resolved to object to the application and re-iterate the comments already submitted.

HH

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22/63 Planning Decisions

20/00639/FUL – Rear of Exminster House, Miller Way – six dwellings and associated works. **GRANTED**

The Parish Council asked for assurance that the funds raised by this development would be used in the Parish. Cllr Nuttall would take this up with Teignbridge District Council.

CN

OTHER PLANNING MATTERS

22/64 To note any planning matters regarding the Matford development

1. **Community facility** - A meeting took place with representatives from Devon County Council (DCC) and the architect commissioned to design the community building. Cllrs Smith, Aird, the Deputy Clerk and John Ponsford attended on behalf of the Parish Council. The meeting was requested by the Matford Working Party to explain comments on the plans, directly to the architect. The comments were largely based on the advice of Richard Grady (Consult QRD).

Although most of the comments were accepted in principle, DCC has decided to cost the draft, unamended. The intention is that on receipt of the estimated costs, any funding gap would be identified, and amendments made, based on the comments.

The Parish Council representatives expressed concern about the viability and operating costs in the early days of the development as the building would be brought forward much earlier than initially anticipated – driven by the Housing Infrastructure Funding secured by DCC.

2. **Sports pitches** – the Deputy Clerk met with a representative of Exeter City Council who are undertaking a pitch strategy and are interested in the facilities that will be provided at Matford. It was explained that Exminster Parish Council would no longer own the Artificial Turf Pitch (ATP) at Matford as it would be part of the school campus but would ensure that agreements for community use were in place. It was recommended that Sport England were approached regarding community access as they would have had experience of securing this elsewhere.

ENVIRONMENTAL MATTERS

22/65 To approve the draft Environment Action Plan

The draft with suggested amendments had been circulated.

The review period on the document would be amended appropriately.

Cllr Churchward explained the purpose behind the revision to each action and how it could be implemented.

Action

Discussion took place about whether SMART objectives were appropriate for all actions.

Standing Orders were suspended to allow David Nappin to talk through the Transport actions.

Standing Orders were reinstated.

It was agreed that Cllr Churchward would make changes to the document as discussed at this meeting and present it to the Council for final approval at the meeting on 7 March.

SC/JD

PROPERTY & AMENITIES MATTERS

22/66 To consider the Annual Property and Asset Inspection

The Clerk reported on the inspection and matters that needed consideration or attention:

- A new section of fence was needed at the border of the allotments and Spurfield.
- Berry brook had been cleared by hand and was flowing freely.
- All memorials in the cemetery had been checked for safety.
- The boardwalk at Crockwells Meadow was showing signs of slow deterioration. It would be closely monitored on all future inspections
- The stone path on Crockwells Meadow needed attention.
- All amenities at Deepway Green had updated signs including contact numbers.
- The bin in the car park at Deepway needed to be replaced as it was regularly full and overflowing.
- Having been surveyed recently, the large poplar tree opposite Jubilee Close was deemed to be healthy but, ongoing, a regular survey was recommended.
- Surfaces and potentially a new door were required for the public toilet.
- A replacement door for the Parish Council notice board had been sourced.
- It was agreed that a quotation would be obtained for repainting the render on the Victory Hall Annexe.
- The bus shelter opposite the Victory Hall was very slightly loose in its foundations. It was agreed that a safety inspection should take place.

Ongoing, the annual inspection would take place in September. This would be advantageous when setting the budget.

It was suggested that the knotweed in the Wilderness was publicised to help inform all riparian owners of Berry Brook as the original source was unknown.

JD/HH

Action

22/67 To update Council on the recent tree safety inspection and agree maintenance and safety work to the lime trees and oak in Devington Drive in the sum of £2530 + VAT

The work would be carried out by a company who had previously undertaken work on the trees in Devington Drive.

Planning Permission (a Tree Protection Order) was necessary and work could not take place until approved.

Resolved.

22/68 To agree to repair specific areas of the safety surface in the Children's playground at Deepway Green in the sum of £1827.67 + VAT

Resolved.

22/69 To agree the following:

- 1. a date to plant a memorial tree to commemorate the Queens Platinum Jubilee**

Saturday 23 April.

- 2. a budget of no more than £150 to purchase a tree**

Resolved.

- 3. the site for the tree**

Spurfield.

- 4. to purchase a commemorative plaque at a cost of £215**

It was resolved to purchase a smaller plaque than the one specified in the report, costing approximately £114.00 plus VAT.

Wording on the plaque would read:

'To commemorate the 70th year of the reign of Her Majesty Queen Elizabeth II' – 6 February 2022 – Exminster Parish Council – Name of the tree

22/70 Councillors' Reports – for information only

- Cllr Churchward reported that she had attended 2 Neighbourhood Development Plan webinars and would report on them at the meeting on 21 March. The Chairman and Deputy Clerk had also attended and the slides from the webinar would be shared. JD
HH
- Cllr Nuttall would be unavailable for council business between 18 February and 6 March.

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| 3. Cllr Nuttall requested that the start time of Parish Council meetings was considered and that the matter should be on a future agenda. | JD |
| 4. Cllr Smith reported that he had attended a Twinning Association meeting and it was likely that a visit from residents of Sannerville would take place in May. | |

22/71 Public Open Session – (Maximum 10 minutes)

No comments.

The meeting closed at: 21:27

Date of next meeting: Monday 21 February 2022 at 19:30 in the Victory Hall

Signed:....Kevin Smith..... Date:....21 February 2022.....