

Chairman: Kevin Smith

Action

22/72 Present

Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), Cllr Kevin Smith (KS), Cllr Lorne Smyth (LS).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Public: 2

22/73 Apologies accepted from

Cllr Charles Nuttall (CN) – personal reasons

22/74 Declaration of interest on Agenda Items

Cllrs Churchward, Smith and Aird declared interests in item 22/86 as Trustees or spouses of Trustees of the Victory Hall.

Cllr Churchward declared an interest in item 22/87/2 and would not vote on the application.

22/75 Dispensation requests regarding Code of Conduct

None received.

22/76 Public open session (maximum 10 minutes)

No comments.

22/77 To confirm the Draft Minutes of the EPC Meeting held on 7 February 2022 are an accurate record

Resolved.

22/78 Clerk's Report

1. Councillors were reminded to bring their Register of Interests up to date if necessary.
2. A report on the Bus Service improvement plan had been received from the Chair of the Environment Working Party, Mr David Nappin. The report had been circulated to Councillors and Mr Nappin was thanked for his work.

Action

PROPERTY & AMENITIES MATTERS

22/79 To update Council on planting plans in Crockwells Meadow

At the request of the Green Spaces Group, locations for 4 new trees had a been considered by the Clerk and Mr Fowler.

The trees would be planted on the Gissons side of Crockwells Meadow.

Concern was expressed that Crockwells Meadow should be maintained as a large open space rather than a plantation. There was already a small copse. It was suggested that new trees could be planted in the Wilderness, where the willows were recently cut down, although it was acknowledged that the land was very wet and only certain species would thrive.

It was agreed that a maximum of 3 trees could be planted over the next 3 years.

JD

22/80 To authorise the Chairman to sign the 'Acceptance of Grant' form as per the stated Terms and Conditions in respect of a grant of £2990.61 towards the cost of establishing a Community Landing Site at Deepway Green

A copy of the Terms and Conditions had been circulated.

Resolved.

JD

FINANCE MATTERS

22/81 RFO's report

1. Direct debit payments during January

Nest	£126.56
Bankline	£6.80
EE	£28.80
Utilities Warehouse	£52.26

2. Delegated authority was used to pay the fee for the planning application for Air Ambulance lighting at Deepway in the sum of £145.00 (inc VAT). It was necessary for this payment to be completed before authorisation at a meeting because of time constraints on the grant funding availability and the length of time that planning application decisions were currently taking. Receipt had been acknowledged stating that the payment and fee would be sent to Teignbridge District Council.
3. Utilities Warehouse Invoice - The electricity invoice for Deepway was based on an actual meter reading taken in January. The last meter reading was taken in October and usage was estimated in November and December. It was the darkest quarter and there was an issue with

Action

the lights which were staying on when they should have been switching off after 45 minutes. A further meter reading would be submitted this week.

4. Valuation on land at Matford - The district valuer had advised that the valuation and report would be received by 4 March.

22/82 Accounts for Approval

It was resolved to approve payments in the sum of £5820.73

HH

22/83 Draft accounts for January 2022

1. Budget Comparison Report

The existing asset maintenance budget was overspent due to the safety work on willow trees in the Wilderness.

2. Balance Sheet

No comments.

22/84 To agree a new payroll provider with effect from April 2022

As reported at previous meetings, the current payroll provider was retiring at the end of March.

The replacement had been sourced based on the experience of the Victory Hall Trust. The rates were in line with those currently paid.

It was resolved to appoint Exe Bookkeeping and Payroll Services from April 2022.

A handover would take place between the existing and new providers.

HH

22/85 To agree the updated Internal Control Procedure

There were some non-material changes proposed by Cllr Smith for clarification of the payment process. An updated revision was circulated at the meeting.

Resolved.

JD/HH

22/86 To consider a small grant application from the Victory Hall Trust to underwrite the Queens Platinum Jubilee celebrations in the sum of £500

The Victory Hall Trust would be organising a street party (Long Table community event) on 5 June.

Grants had also been sourced from elsewhere.

Resolved.

JD/HH

PLANNING MATTERS

22/87 Planning Applications

Action

- /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 cubic metres of inert waste materials; and associated works including the installation of drainage infrastructure and alterations to existing vehicular accesses**

It was acknowledged that this application was outside the Parish, but that it would likely impact the amenity of Exminster residents.

An extensive report had been compiled by Cllr Churchward including analysis of the ecological report commissioned by Kenn Parish Council and the transport report commissions jointly by Kenn, Shillingford and Exminster Parish Councils. Cllr Churchward was thanked for her work.

Anomalies were highlighted between the planning statement by Tetra Tek – “*Currently inert landfilling capacity in the Exeter area will last for just approximately 18 months but this proposed facility will provide part of the capacity solution for the Exeter area for the next 10 years or so*” and the Devon Waste Plan 2011-2031: Table 2.9: stating there is capacity available for 2.68 million cubic tons of inert waste until 2031.

The ecological report did not contain details of the potential impact on Berry Brook and the Marshes. This should be included in Exminster Parish Council’s response.

The transport report should also be included in the Parish Council’s response. It highlighted safety concerns about HGV’s approach to the site, the impact on the A379 and the use of Days Pottles Lane.

There were many objections to the application on Devon County Council’s planning portal.

It was resolved to object to the application due to ecological and transport issues. Questions needed to be raised about decommissioning (was the date guaranteed?) and where and when funding for the roundabout at West Exe Park would come forward. Additionally, the site was in Area of Outstanding Landscape Value and close to Shillingford Wood. The comments of Devon County Council’s Highways engineer should also be supported.

Cllr Smith would compile a document containing all the Parish Council’s issues.

KS

It was resolved to delegate authority to Cllrs Churchward and Smith in conjunction with the Clerk, to submit the report prior to the deadline of 28 February.

JD

- /2 21/02932/OUT, Land at NGR 293924 86918 (known As Candy's Meadow), Exminster - Outline - agricultural workers dwelling (all matters reserved for future consideration)**

Action

The proposed dwelling would be outside the village settlement limit however it satisfied the criteria of Teignbridge Local Plan policy WE9 (Rural Workers' Dwellings).

It was resolved to support the application commenting that the occupation of the dwelling should be limited to agricultural workers, the dwelling should not be extended and should be limited to the immediate residential requirements of a family.

Reserved matters would inform the design of the building in due course, giving the Parish Council the opportunity to comment on the quality of design.

HH

/3 20/00291/MAJ, Land Off Chudleigh Road, Alphington - 45 residential apartments (Build for Rent) and associated car parking (Revised description)

The Parish Council responded to the original application on 26 March 2020.

The number of apartments had increased from 35 to 45 and the building had increased from three storeys to part three storey and part five storey.

The building was intended to be a landmark building, clearly visible from the A379 but the appearance and scale were inconsistent with the surroundings.

In the revised application, parking was still on the opposite side of Chudleigh Road and there was no safe crossing. It was noted that parking had only increased in line with the number of apartments. However, the cycle storage had increased significantly to 60 spaces. The Parish Council had previously commented that there was insufficient cycle storage.

It was resolved to object to the application and reiterate the comments submitted last time apart from cycle storage that had been addressed. Concern about the design and overbearing of the building should be emphasised. It was noted that the Landscape officer had objected to the application and that the Parish Council were supportive of their comments.

HH

/4 22/00292/TPO, EXMINSTER - Footpath to North Lodge and verges NGR 294007 88124, Devington Park - Works to an avenue of lime trees and one Lucombe oak as specified in submitted report

The application was for work on Parish Council owned trees.

It was resolved not to comment on this application.

Awareness of the work would be promoted on Facebook prior to commencement.

HH

22/88 Planning Decisions

Noted as listed below:

Action

- /1 19/01779/MAJ, Prow 13A A379, East of Chudleigh Road - Reserved Matter Details (Layout, Scale, Landscaping And Appearance) Related To Parcel 8B For 181 Dwellings, Including Associated Infrastructure And Open Space, Pursuant To The Outline Element Of Hybrid Planning Permission 15/00708/MAJ Dated 2nd November - APPROVAL OF RESERVED MATTERS**
- /2 21/02894/TPO, 34 The Buntings - Crown reduce one eucalyptus removing approx 3m in height and removing limb overhanging neighbouring property- GRANTED**

OTHER PLANNING MATTERS

22/89 To note any matters regarding the Matford development

1. Planning

No matters to report.

2. Community Centre

A meeting took place on 14 February with representatives from Devon County Council and the NHS. Cllr Smith, Cllr Aird, the Deputy Clerk and John Ponsford attended on behalf of the Parish Council.

Discussion was predominantly about the NHS requirements.

The costing exercise would be completed in March and it was envisioned that the planning application would be submitted in July. It was likely that re-design would be needed following the costing exercise.

Concern was raised that the HIF funding would be concentrated on the GP surgery with the remainder available for the community centre. This was deemed unsatisfactory.

ENVIRONMENTAL MATTERS

22/90 To consider how to locally support an awareness campaign promoting Food Waste Week (7 - 13 March)

Cllr Churchward explained the aspirations of the Reduce, Re-use and Recycle group of the Environment Working Party, including Facebook posts, website pages and poster printing.

As this was a national campaign, it was felt that any content should be directly related to Exminster.

The cost of printing and the time of the Communications Officer were highlighted. It was acknowledged that the EWP had a budget that could absorb some costs.

Action

It was agreed that the Communications Officer's involvement would be limited to assisting with A4 printing and uploading content to the website. The content would need to be provided by the group.

HH/SC

22/91 To agree amendments to the draft Environment Policy

A minor amendment to the wording in the draft Environmental Policy (regarding contractors) was suggested.

Resolved.

JD

22/92 Councillors' Reports – for information only

1. Cllr Churchward reported that the Environment Fair would take place on October 15. The Victory Hall had been provisionally booked.
2. Cllr Churchward reported that Co-cars had been affected by the delay in electric car manufacture and the roll out of Co-bikes was being prioritised in East Devon, meaning that neither would be forthcoming in the village soon.
3. Cllr Churchward reported that Co-cars had been affected by the delay in the DCC rollout of on-street electric vehicle public charging points and the roll out of Co-bikes was being prioritised in East Devon, meaning that neither would be forthcoming in the village soon.
4. Cllr Madge reported that the crocuses, planted by the Green Spaces Group at Dryfield were now beginning to emerge.

22/93 Public Open Session – (Maximum 10 minutes)

No comments.

22/94 It is proposed that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act of 1960, the Press and Public will be excluded from items 22/95 part II) having due regard to the confidential nature of the business to be transacted.

Resolved.

PART II

22/95 Staff Matters

The meeting closed at 21:20

Date of next meeting: Monday 7 March 2022 at 19:30 in the Victory Hall

Signed:.....Kevin Smith..... Date:.....07/03/2022.....

Financial Budget Comparison

Comparison between 01/01/22 and 31/01/22 inclusive. Includes due and unpaid transactions.

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	£1,385.00	£1,385.00
42 Footpaths	£0.00	£0.00	£1,000.00	£1,000.00
Total Ring Fenced/Designated Funds	£0.00	£0.00	£2,385.00	£2,385.00
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	£8.78	£68.03	-£31.97
23 Interest on Unity Trust	£200.00	£5.29	£5.29	-£194.71
28 Dividend on CCLA Milbury Reach Funds	£300.00	£2.64	£17.65	-£282.35
29 Dividend on CCLA General Fund	£300.00	£1.43	£9.61	-£290.39
Total Interest	£900.00	£18.14	£100.58	-£799.42
Other Income				
13 Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
31 Leases, Wayleaves and allotments	£300.00	£176.70	£248.60	-£51.40
32 Refunds	£0.00	£0.00	£0.00	£0.00
33 Miscellaneous	£0.00	£0.00	£625.64	£625.64
35 Grant Income	£0.00	£0.00	£0.00	£0.00
50 Community Infrastructure Levy	£0.00	£0.00	£464,470.24	£464,470.24
Total Other Income	£300.00	£176.70	£465,344.48	£465,044.48
Value Added Tax				
Total Value Added Tax	£0.00	£0.00	£0.00	£0.00
Total Income	<u>£142,075.00</u>	<u>£194.84</u>	<u>£608,705.06</u>	<u>£466,630.06</u>
EXPENDITURE				
Amenities				
1001 Bowling Green	£1,601.00	£87.00	£1,196.50	£404.50

Financial Budget Comparison

Comparison between 01/01/22 and 31/01/22 inclusive. Includes due and unpaid transactions.

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	£116.00	£4,183.47	-£475.47
1003	Deepway Green General Maintenance	£7,210.00	£711.99	£6,034.72	£1,175.28
1004	Dryfield	£1,524.00	£40.00	£1,226.00	£298.00
1006	Public Toilet	£1,030.00	£240.00	£1,136.37	-£106.37
1007	Spurfield	£2,884.00	£72.50	£2,872.60	£11.40
1008	Townfield	£1,030.00	£0.00	£852.50	£177.50
1009	VH Flower Beds	£103.00	£0.00	£0.00	£103.00
1010	VH Surrounds	£309.00	£0.00	£127.00	£182.00
1011	Non EPC Owned Amenities	£2,060.00	£0.00	£4,378.02	-£2,318.02
1012	Existing Asset Maintenance	£10,000.00	£3,065.00	£11,500.33	-£1,500.33
1013	Primrose Bank and Planter	£124.00	£0.00	£0.00	£124.00
1014	Hospital Drive	£2,744.00	£506.00	£2,180.00	£564.00
1015	Minster Park Surrounds	£1,030.00	£0.00	£1,020.00	£10.00
1016	Tree Contract	£2,060.00	£0.00	£885.00	£1,175.00
1017	Green Spaces Group	£500.00	£0.00	£575.43	-£75.43
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	£4,838.49	£38,167.94	£13,264.06
Staff Costs					
3001	Parish Clerk	£17,000.00	£1,323.47	£13,234.70	£3,765.30
3002	Deputy Clerk/RFO/Communications	£22,600.00	£1,768.05	£17,850.06	£4,749.94
3003	Caretaker/Litter Picker	£5,400.00	£478.90	£4,603.67	£796.33
3005	Locum Clerk/RFO	£2,000.00	£0.00	£0.00	£2,000.00
3010	HMRC Control Accounts	£0.00	-£389.43	-£389.43	£389.43
3011	Pension Contributions	£0.00	£0.00	£4.47	-£4.47
Total Staff Costs		£47,000.00	£3,180.99	£35,303.47	£11,696.53
General Administration					

Financial Budget Comparison

Comparison between 01/01/22 and 31/01/22 inclusive. Includes due and unpaid transactions.

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	£750.00	£450.00
6002 Legal and Professional Fees	£5,000.00	£26.00	£11,699.36	-£6,699.36
6003 Chairman's Expenses	£300.00	£250.00	£612.10	-£312.10
6004 Room Hire	£1,200.00	£525.00	£1,050.00	£150.00
6005 Insurances	£3,000.00	£0.00	£2,187.58	£812.42
6006 Bank Charges inc Bankline	£100.00	£6.80	£52.00	£48.00
6007 Members' Expenses & Training	£750.00	£0.00	£30.00	£720.00
6008 Staff Expenses & Training	£1,100.00	£109.51	£433.14	£666.86
6009 General Subscriptions	£1,500.00	£0.00	£1,248.00	£252.00
6010 Postage & Telephones	£1,000.00	£24.00	£528.18	£471.82
6012 Office Supplies/Maintenance	£1,800.00	£0.00	£928.98	£871.02
6014 Payroll running costs	£400.00	£0.00	£112.00	£288.00
6015 Software Subscriptions	£3,000.00	£866.00	£1,707.10	£1,292.90
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	£536.57	£463.43
6019 Matford Planning Support	£0.00	£0.00	£0.00	£0.00
Total General Administration	£22,350.00	£1,807.31	£21,875.01	£474.99
Ring Fenced/Designated Funds				
4001 Cemetery	£0.00	£145.00	£1,946.09	-£1,946.09
4002 Footpaths	£0.00	£131.50	£493.50	-£493.50
4005 Lot 9 Play Equipment Maintenance	£0.00	£0.00	£12,275.75	-£12,275.75
4007 Wilderness	£0.00	£290.00	£648.00	-£648.00
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	£1,129.50	£1,694.25	-£1,694.25
4021 Milbury Reach S106 Funds	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/01/22 and 31/01/22 inclusive. Includes due and unpaid transactions.

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	£1,696.00	£17,057.59	£942.41
Grant Funding				
5001 Community Small Grants	£3,000.00	£500.00	£2,000.00	£1,000.00
Total Grant Funding	£3,000.00	£500.00	£2,000.00	£1,000.00
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	£12,022.79	£114,404.01	£27,377.99
Total Income	£142,075.00	£194.84	£608,705.06	£466,630.06
Total Expenditure	£141,782.00	£12,022.79	£114,404.01	£27,377.99
Total Net Balance	£293.00	-£11,827.95	£494,301.05	

Exminster Parish Council Balance Sheet - Assets and Liabilities

	Opening Balance	Income	Expenditure	Debtors	Creditors	Transfers	Closing Balance	Notes
	01/04/2021						31/01/2022	
	£	£	£	£	£	£	£	
Current Assets								
Investments								
Current Account NatWest	500.00						500.00	
Reserve Account NatWest	530,400.01	617,297.05	-122,695.81			-9.00	1,031,276.75	
Treasurer's Account Lloyds TSB	85,005.00					9.00	85,014.00	
Public Sector Deposit Fund (Milbury)	77,210.39	17.65					77,228.04	
Public Sector Deposit Fund (General)	41,591.62	9.61					41,601.23	
Unity Trust Bank	85,785.04	5.29					85,790.33	
Total Investments	820,492.06						1,321,410.35	
VAT Recoverable	961.61	-8,624.54	8,116.80			1,995.00	2,448.87	
Debtors								
Payment in Advance	2,327.43	-2,327.43						
Total Current Assets	823,781.10						1,323,859.22	
Current Liabilities								
Creditors	175.00		-175.00		6284.5		6,284.50	
Accruals								
Total Current Liabilities	175.00						6,284.50	
Net Assets	823,606.10						1,317,574.72	

Exminster Parish Council Balance Sheet - Fund Breakdown

	Opening Balance	Receipts	Payments	Debtors	Creditors	Transfers	Closing Balance	Notes
	01/04/2020						31/01/2022	
	£	£	£	£	£	£	£	
Cemetery	14,179.03	1,385.00	-1,946.09			-13,617.94		Resolved to tx to General Fund 17/1
Parish Infrastructure Fund	50,179.02					159,855.00	210,034.02	Resolved to tx from General Fund 17/1
Assets Sinking Fund	140,405.00						140,405.00	
Grounds Maintenance Contingency	30,000.00						30,000.00	
Wilderness	273.15		-648.00			84.85	-290.00	All funds now spent.
Footpaths	-348.38	1,000.00	-493.50				158.12	
Lot 9 play equipment; maintenance	2,958.16		-12,275.75			9,317.59		All funds now spent.
Milbury Reach S106 (28/04/2014 - 5 yrs)	11,881.05					-9,317.59	2,563.46	
Green Spaces Group donations						565.64	565.64	
Community Infrastructure Levy	357,752.21	464,470.24	-1,694.25				820,528.20	
General Fund	216,326.86	141,849.82	-97,346.42			-146,887.55	113,610.28	
Total Funds	823,606.10	608,705.06	-114,404.01				1,317,574.72	

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