

Chairman: Kevin Smith

Action

**22/144 Present**

Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr Sarah Ladyman (SL), 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: 6

**22/145 Apologies accepted from**

None offered.

**22/146 Declaration of interest on Agenda Items**

None declared.

**22/147 Dispensation requests regarding Code of Conduct**

None requested.

**22/148 Public open session (maximum 10 minutes)**

Comments:

1. What were the timescales for completion of the works at Spurfield House? It appeared that work was currently taking place in the grounds.

The Clerk would send an email to the owner to ask, but it was noted that the Parish Council had recently responded to a planning application to remove a holly tree.

JD

**22/149 To confirm the Draft Minutes of the EPC Meeting held on 4 April 2022 are an accurate record**

Resolved.

**22/150 Clerk's Report**

1. The Chairman had been invited to two events during the French Twinning Weekend in May.

**Action**

2. An email had been received from a resident suggesting ways that Community Infrastructure Levy (CIL) could be spent in the village.
3. Mr Fowler had agreed to dedicate the Queen's Green Canopy tree, at Spurfield, on Saturday 4 June at 11:00. It was noted that Mr Fowler had been working for the Local Councils for 61 years.
4. An invitation had been received from Inspector Steve Philp (community inspector for Teignbridge coastal and rural areas) to attend a webinar. Due to the short notice, no Councillors were available to attend.
5. Following a submission from the Green Spaces Group, Exminster had been officially recognised as part of the Queen's Green Canopy in respect of the Platinum Jubilee tree planted at Spurfield.
6. A report had been received about children playing football on the tennis court; apparently watched by an adult. The net was reported as damaged by the game. A post would be put on facebook to re-iterate the rules regarding use of the tennis court. HH
7. South West Water had advised the Parish Council about roadworks taking place on Bad Homburg Way, Marsh Barton, commencing 25 April for six months. These were likely to cause disruption and had been publicised on Facebook.
8. The Parish Council had been copied into an email to Mel Stride MP, from Devon County Councillor Alan Connett, regarding the community facilities at South West Exeter.
9. Teignbridge CVS were looking to recruit a support worker to assist with administration related to Ukrainian families arriving in the area. This would be publicised on the Parish Council Facebook page. HH

**22/151 To receive a presentation from the Environment Working Party regarding a project to develop and implement a Nature Recovery Plan for Exminster**

Standing orders were suspended to allow Jeremy Pyne to make the presentation to inform Council of the project's proposals:

There were 4 themes within the project.

1. Raising awareness
2. Positive wildlife gardening (with a target of 50 wildlife gardens in Exminster)
3. Partnerships with businesses and organisations
4. Connectivity - understanding Exminster's place and role within the nature recovery network.

Following the presentation, Councillors made the following comments:

**Action**

- Could this project be included in the refresh of the Neighbourhood Development Plan?
- Theme 4 would be difficult to implement, although its importance was acknowledged. Mapping and ecology skills would be required; both were expensive to resource.
- Should the NHS Devon Partnership Trust be approached as they managed the large area of land at New Leaf?
- Bat surveys could be undertaken to inform the connectivity of the wildlife corridor.
- Were there any areas of land that the Parish Council should consider purchasing as public open space?

Questions and comments were invited from members of the public:

- Would it be possible to liaise with those responsible for the management of the Matford Development and Ridgetop Park?
- Could members of the public contribute photographs of wildlife to be published on the Parish Council website? This would raise awareness of species that could be found locally.

Thanks were extended to Jeremy Pyne for the presentation. A copy of the slides would be made available to Councillors.

Standing Orders were reinstated.

**22/152 To note the following notices have been reviewed without change**

**1. General Privacy Notice**

Noted.

**2. Privacy notice for Staff, Councillors and Role Holders**

Noted.

JD

**22/153 To review arrangements for the 'Drop in Session' scheduled for the 14 May**

It was explained that the cost of the leaflet drop, advertising Parish Council vacancies, was more expensive than anticipated and therefore would not be done

As an alternative, posters would be displayed around the village and the event publicised on Facebook, in Scene and in the newsletters of village organisation.

The poster would be based on the draft leaflet design.

HH/KS

If by the Autumn further councillors were still required, then a leaflet drop would be reconsidered.

**PROPERTY & AMENITIES MATTERS**

**Action**

**22/154 To consider Council's policy on siting commemorative plaques on trees on Council owned land**

Concern was expressed about the maintenance of plaques installed by members of the public. There were already instances of deteriorating plaques throughout the village.

It was agreed that plaques should not be allowed to be sited by members of the public on trees on Parish Council owned land.

JD

**22/155 To consider a quotation for safety surfacing works for the basket swing**

Repair works were necessary where the wet-pour surfacing had started to separate from the edging. This had been highlighted in the recent RoSPA safety report.

The quotation received was from the contractor already appointed to carry out works to the roundabout and trampoline surfacing that was due to be undertaken in May. The cost of disposal of the removed surfacing would be saved if both jobs were carried out at the same time.

A question regarding the lifetime/guarantee on the surfacing was asked. It was agreed to contact the contractor to ascertain this.

It was resolved to approve the quotation in the sum of £816.00 plus VAT subject to a satisfactory response to the query above.

HH/JD

**FINANCE MATTERS**

**22/156 RFO's report**

1. Direct Debits during March 2022

	£
Nest	512.82
Bankline	7.60
EE	28.80
Utilities Warehouse	250.53
Communicate Better (Microsoft 365 subscription)	341.28
Royal Mail (PO box subscription)	360.00

2. A dispute had been raised with NatWest due an unknown cheque deposit of £660.00 into the current account. Images of the cheque had been requested but not received to date.

**22/157 Accounts for Approval**

It was resolved to approve payments in the sum of £8672.25.

HH

**22/158 Draft Year End Accounts**

**Action**

The RFO explained the reports.

**1. Budget Comparison Report**

The year had ended £1072.09 over revenue budget. Back-pay for officers, the unauthorised encampment and the discovery of knotweed in the Wilderness had contributed to the overspend.

**2. Income and Expenditure Account**

£613,140.63 income had been received (including £464,470.24 of CIL, a grant for the Air Ambulance lighting at Deepway and cemetery fees) in the last financial year.

Expenditure was £142,529.55.

Following transfers to reserves the General Fund was £63,411.81.

**3. Balance Sheet**

The net assets were £1,294,217.08. A breakdown of the reserves was listed.

Councillors commented that it was unusual for the Parish Council to overspend but it justified the increase in precept for the 2022/23 Financial Year. With inflation rapidly rising and an increase in utility costs and National Insurance contributions, it was unlikely that the Parish Council would remain within the budget set this year and it was expected that the precept would need to increase year on year in the foreseeable future.

The reports would be sent to the Internal Auditor and the figures would inform the Annual Governance and Accountability Return.

HH

**PLANNING MATTERS**

**22/159 Planning Decisions**

Noted as listed:

1. DCC/4286/2021, Kenbury Wood Landfill Site, Old Dawlish Road, Kennford - 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 – **APPROVED WITH CONDITIONS**
2. 22/00292/TPO, Footpath to North Lodge and Verges NGR 29400788124 Devington Park – **GRANTED**
3. 22/00325/TPO, Spurfield House - fell one holly – **GRANTED**
4. 22/00322/FUL, Deepway Recreation Ground – Installation of a single 10m column with 2 LED lights for Devon Air Ambulance to use at night – **GRANTED**
5. 19/01417/MAJ, Land off Chudleigh Road, Matford – Reserved Matters details for layout, scale, landscaping and appearance in respect of a

**Action**

proposal for 98 Dwellings (Parcel 13 and 14) and associated infrastructure and open space associated with the outline element of hybrid application 15/00708/MAJ – **GRANTED**

6. DCC/4200/2020, Chudleigh Road, Matford – Proposed realignment of Chudleigh Road and creation of 2 new junctions with the existing Chudleigh Road and the A379 - **GRANTED**

**OTHER PLANNING MATTERS**

**22/160 To agree a response to Teignbridge District Council (TDC) regarding a review of improving planning enforcement functions and policy**

Cllr Churchward had considered the review documents and it was resolved to submit the following comments:

- 2.0 Objectives and General Principles – a clause should be added to make definitions of permitted development rights publicly available to inform Wards and Parishes.
- Appendix A - Procedure for Monitoring Major Development Sites – to include:  
*“A3- In view of these considerations the Council’s Executive resolved on 9 February 2017 to introduce a pro-active system of monitoring major development sites whereby planning officers organise periodic site tours with the local Ward Councillor(s) to identify issues. This to be included as a planning condition.”*
- TDC should ensure that Wards and Parishes were aware of enforcement procedures.

JD

**22/161 To note any planning matters regarding the Matford development**

**1. Planning**

No update.

**2. Community Centre**

A briefing for Councillors and members of the Matford Working Party would take place on 9 May. The Chairman gave a summary of the current situation:

The draft plans commissioned by Devon County Council forecast a total build cost for the Community Centre & GP Surgery in the region of £9.8M. Even when the Matford development is fully built and occupied, the Parish Council would not have sufficient funds to cover the total build cost.

Until the Housing Infrastructure Fund was announced, it was assumed that the community centre would be built towards the end of the development when adequate CIL funding had been received and the triggers for payment of the s106 contributions had been met.

**Action**

The HIF towards the centre was originally set at £3.8M, including the contribution towards the GP surgery. The Parish council highlighted this as being inadequate at the time of submission. Although Devon County Council have since agreed to increase this figure to £5M of HIF, there is still insufficient funds to deliver the entire facility by March 2024 (the timeframe on the HIF funding) because of the timing of receipt of CIL. Therefore, Devon County Council cabinet have voted to phase the scheme with the community meeting rooms and managed office space being delivered as the first phase, alongside GP provision. This presents problems for the Parish Council, not limited to:

- whether the elements included in Phase 1 were of general benefit to the community
- whether those elements make the Centre viable (insufficient revenue) and not a cost to council tax payers
- disruption during building additional phases,
- the need for earthworks to be done at the outset because of the topologically challenging site,
- procurement of future phases being a Parish Council responsibility,
- cash flow and VAT implications

The Devon County Council cabinet, meanwhile, also voted that £2M of the total HIF of £55M would be used to fund the community centre at Cranbrook. Understandably, this was a frustrating and deeply disappointing decision as an additional £2M would make a significant difference to the size of a Centre that could be provided at Matford.

It was commented that the Parish Council needed to consider whether ownership of the building would be in the interests of the community and whether it should continue to engage with discussions.

**3. To note the policy around the provision of a bus service to the Matford development**

The Deputy Clerk had circulated an advice note from the Society for Local Council Clerks regarding the provision of community transport. The Local Government and Rating Act 1997 sections 26-29 and the Transport Act 1985 section 106a, precluded the Parish Council from contributing to a bus service using CIL. It was noted that even a Parish Council with the General Power of Competence was unable to contribute to schemes other than those run by community and voluntary groups that were wholly or mainly for the benefit of the elderly or disabled.

JD

It was agreed that Cllr Connett and officers at Teignbridge District Council and Devon County Council should be made aware of this advice.

**ENVIRONMENTAL MATTERS**

**Action**

**22/162 To reconsider a request from the Environmental Working Party to create a scrape in Crockwells Meadow**

Cllrs Ladyman, Nuttall and Madge had recently undertaken site visits to the proposed area.

In the opinion of Cllr Ladyman, there would be limited benefit in a scrape as there were existing ditches in the area that could support wildlife and were managed appropriately. Additionally, there were other scrapes nearby and it was proving difficult to retain water in them. It was thought to be more beneficial for residents to consider wildlife provision in their own gardens.

It was resolved not to create a scrape in Crockwells Meadow.

The landowner and contactor would be advised accordingly.

JD/SC

**22/163 Councillors' Reports – for information only**

No updates.

**22/164 Public Open Session – (Maximum 10 minutes)**

Comments:

1. The acoustics were better in the Methodist Hall than the Victory Hall.

The meeting closed at 21:13

**Date of next meeting:**

Annual Council Meeting - Tuesday 3 May 2022 at 19:30 in the Methodist Church Hall

Signed:...Kevin Smith..... Date:...3 May 2022.....

# Consolidated Balance Sheet

Unaudited

31/03/21

£

31/03/22

£

**DRAFT**

Current assets		
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
961.61	VAT Recoverable	1,707.78
0.00	Debtors	0.00
2,327.43	Payment in Advance	2,651.97
820,492.06	Cash in Hand & at Bank	1,292,508.83
<u>823,781.10</u>	<b>TOTAL CURRENT ASSETS</b>	<u>1,296,868.58</u>
<u>823,781.10</u>	<b>TOTAL ASSETS</b>	<u>1,296,868.58</u>
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
175.00	Creditors	2,651.50
0.00	Receipts in Advance	0.00
<u>175.00</u>	<b>TOTAL CURRENT LIABILITIES</b>	<u>2,651.50</u>
<u>823,606.10</u>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>1,294,217.08</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>823,606.10</u>	<b>NET ASSETS</b>	<u>1,294,217.08</u>
Represented by		
216,326.86	General Fund	63,411.81
357,752.21	Community Infrastructure Levy	818,263.45
14,179.03	Cemetery	0.00
50,179.02	Community Plan Projects Pcpt	210,034.02
273.15	Wilderness (S106)	0.00
-348.38	Footpaths	158.12
2,958.16	Lot 9 Play Equipment (S106)	0.00
11,881.05	Milbury Reach (S106)	2,563.46
140,405.00	Assets Sinking Fund	153,405.00
30,000.00	Grounds Maintenance Contingency	43,000.00
0.00	Green Spaces Group Donations	390.61
0.00	Devon Air Ambulance Grant	2,990.61
<u>823,606.10</u>		<u>1,294,217.08</u>

# Consolidated Balance Sheet

Unaudited

31/03/21

£

31/03/22

£

Signed \_\_\_\_\_

Chairman

Date

AUDIT OPINION

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Responsible Financial Officer

# Financial Budget Comparison

**DRAFT**

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

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

		<b>2021/2022</b>	<b>Actual Net</b>	<b>Balance</b>
<b>INCOME</b>				
<b>Ring Fenced/Designated Funds</b>				
41	Cemetery (Burial Fees)	£0.00	£2,050.00	£2,050.00
42	Footpaths	£0.00	£1,000.00	£1,000.00
<b>Total Ring Fenced/Designated Funds</b>		£0.00	£3,050.00	£3,050.00
<b>Precept</b>				
11	Precept	£140,875.00	£140,875.00	£0.00
<b>Total Precept</b>		£140,875.00	£140,875.00	£0.00
<b>Interest</b>				
21	Interest on NatWest	£100.00	£84.54	-£15.46
23	Interest on Unity Trust	£200.00	£51.83	-£148.17
28	Dividend on CCLA Milbury Reach Funds	£300.00	£53.94	-£246.06
29	Dividend on CCLA General Fund	£300.00	£29.13	-£270.87
<b>Total Interest</b>		£900.00	£219.44	-£680.56
<b>Other Income</b>				
13	Council Tax Support Grant	£0.00	£0.00	£0.00
31	Leases, Wayleaves and allotments	£300.00	£249.60	-£50.40
32	Refunds	£0.00	£0.00	£0.00
33	Miscellaneous	£0.00	£1,285.64	£1,285.64
35	Grant Income	£0.00	£2,990.61	£2,990.61
50	Community Infrastructure Levy	£0.00	£464,470.24	£464,470.24
<b>Total Other Income</b>		£300.00	£468,996.09	£468,696.09
<b>Value Added Tax</b>				
<b>Total Value Added Tax</b>		£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

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

	<b>2021/2022</b>	<b>Actual Net</b>	<b>Balance</b>	
<b>Total Income</b>	<u>£142,075.00</u>	<u>£613,140.53</u>	<u>£471,065.53</u>	
<b>EXPENDITURE</b>				
<b>Amenities</b>				
1001	Bowling Green	£1,601.00	£1,390.00	£211.00
1002	Crockwells Meadow	£3,708.00	£4,241.47	-£533.47
1003	Deepway Green General Maintenance	£7,210.00	£8,045.22	-£835.22
1004	Dryfield	£1,524.00	£1,713.00	-£189.00
1006	Public Toilet	£1,030.00	£1,401.37	-£371.37
1007	Spurfield	£2,884.00	£3,244.60	-£360.60
1008	Townfield	£1,030.00	£939.50	£90.50
1009	VH Flower Beds	£103.00	£188.50	-£85.50
1010	VH Surrounds	£309.00	£156.00	£153.00
1011	Non EPC Owned Amenities	£2,060.00	£4,378.02	-£2,318.02
1012	Existing Asset Maintenance	£10,000.00	£12,591.83	-£2,591.83
1013	Primrose Bank and Planter	£124.00	£0.00	£124.00
1014	Hospital Drive	£2,744.00	£2,992.00	-£248.00
1015	Minster Park Surrounds	£1,030.00	£1,020.00	£10.00
1016	Tree Contract (Report)	£2,060.00	£885.00	£1,175.00
1017	Green Spaces Group	£500.00	£674.93	-£174.93
1018	Environmental Initiatives	£515.00	£0.00	£515.00
1019	Maintenance Contract Contingency Planning	£13,000.00	£0.00	£13,000.00
4001	Cemetery	£0.00	£2,149.09	-£2,149.09
4007	Wilderness	£0.00	£735.00	-£735.00
<b>Total Amenities</b>	<b>£51,432.00</b>	<b>£46,745.53</b>	<b>£4,686.47</b>	
<b>Staff Costs</b>				
3001	Parish Clerk	£17,000.00	£19,319.36	-£2,319.36

# Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

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

		<b>2021/2022</b>	<b>Actual Net</b>	<b>Balance</b>
3002	Deputy Clerk/RFO/Communications	£22,600.00	£25,849.56	-£3,249.56
3003	Caretaker/Litter Picker	£5,400.00	£5,684.44	-£284.44
3005	Locum Clerk/RFO/Other Staff	£2,000.00	£0.00	£2,000.00
3010	HMRC Control Accounts	£0.00	£0.00	£0.00
3011	Pension Contributions	£0.00	£4.47	-£4.47
<b>Total Staff Costs</b>		<b>£47,000.00</b>	<b>£50,857.83</b>	<b>-£3,857.83</b>
<b>General Administration</b>				
6001	Audit Fees	£1,200.00	£1,410.00	-£210.00
6002	Legal and Professional Fees	£5,000.00	£12,105.69	-£7,105.69
6003	Chairman's Expenses	£300.00	£612.10	-£312.10
6004	Room Hire	£1,200.00	£1,312.50	-£112.50
6005	Insurances	£3,000.00	£2,187.58	£812.42
6006	Bank Charges inc Bankline	£100.00	£63.60	£36.40
6007	Members' Expenses & Training	£750.00	£30.00	£720.00
6008	Staff Expenses & Training	£1,100.00	£566.48	£533.52
6009	General Subscriptions	£1,500.00	£1,283.00	£217.00
6010	Postage & Telephones	£1,000.00	£876.18	£123.82
6012	Office Supplies/Maintenance	£1,800.00	£1,088.21	£711.79
6014	Payroll running costs	£400.00	£308.00	£92.00
6015	Software Subscriptions	£3,000.00	£2,013.07	£986.93
6016	Election costs	£1,000.00	£0.00	£1,000.00
6017	Community Plan Refresh	£0.00	£0.00	£0.00
6018	Publications	£1,000.00	£536.57	£463.43
6019	Matford Planning Support	£0.00	£0.00	£0.00
<b>Total General Administration</b>		<b>£22,350.00</b>	<b>£24,392.98</b>	<b>-£2,042.98</b>
<b>Ring Fenced/Designated Funds</b>				
4002	Footpaths	£0.00	£493.50	-£493.50

# Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

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

		<b>2021/2022</b>	<b>Actual Net</b>	<b>Balance</b>
4005	Lot 9 Play Equipment Maintenance	£0.00	£12,275.75	-£12,275.75
4013	General Asset Maintenance Sinking Fund	£18,000.00	£0.00	£18,000.00
4018	Grants obtained through EPC	£0.00	£0.00	£0.00
4020	Community Infrastructure Levy Projects	£0.00	£5,088.50	-£5,088.50
4021	Milbury Reach S106 Funds	£0.00	£0.00	£0.00
4022	Community Plan Projects	£0.00	£0.00	£0.00
<b>Total Ring Fenced/Designated Funds</b>		<b>£18,000.00</b>	<b>£17,857.75</b>	<b>£142.25</b>
<b>Grant Funding</b>				
5001	Community Small Grants	£3,000.00	£3,000.00	£0.00
<b>Total Grant Funding</b>		<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£0.00</b>
<b>Value Added Tax</b>				
9001	VAT input tax	£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>Total Expenditure</b>		<b>£141,782.00</b>	<b>£142,854.09</b>	<b>-£1,072.09</b>
Total Income		£142,075.00	£613,140.53	£471,065.53
Total Expenditure		£141,782.00	£142,854.09	-£1,072.09
<b>Total Net Balance</b>		<b>£293.00</b>	<b>£470,286.44</b>	

# Income and Expenditure Account

Unaudited

31/03/21 £		31/03/22 £
	<b>INCOME</b>	
325.00	Cemetery	2,050.00
19,489.72	Community Infrastructure Levy	464,470.24
0.00	Footpaths Grant (PROW)	1,000.00
0.00	Grant Income	2,990.61
524.14	Income from Investments	219.44
3,903.90	Other income	1,535.24
145,410.00	Precept	140,875.00
<u>169,652.76</u>	<b>INCOME TOTAL</b>	<u>613,140.53</u>
	<b>EXPENDITURE</b>	
29,591.06	Amenities	43,861.44
1,814.67	Cemetery	2,149.09
500.00	Community Grants (not S137)	0.00
3,950.00	Community Infrastructure Levy	5,088.50
770.00	Footpaths	493.50
16,009.23	General Administration	24,068.44
1,994.00	Ring Fenced Payments	12,275.75
1,379.96	S. 137 Payments	3,000.00
39,350.50	Staff Costs	50,857.83
436.00	Wilderness	735.00
<u>95,795.42</u>	<b>EXPENDITURE TOTAL</b>	<u>142,529.55</u>
142,469.52	Balance as at 01/04/21	216,326.86
169,652.76	Add Total Income	613,140.53
<u>312,122.28</u>		<u>829,467.39</u>
95,795.42	Deduct Total Expenditure	142,529.55
<u>0.00</u>	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	-623,526.03
<u>216,326.86</u>	Balance as at 31/03/22	<u>63,411.81</u>

DRAFT

Signed \_\_\_\_\_

Chair

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Clerk / Responsible Financial Officer