

Action

22/165 Election of Chair and Declaration of Acceptance of Office

It was resolved to elect Cllr Smith as Chair.

The Declaration of Acceptance of Office was duly signed.

22/166 Election of Vice-Chair

It was resolved to elect Cllr Madge as Vice Chair.

22/167 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: 1

22/168 Apologies accepted from

Devon County Councillor Alan Connett

Teignbridge District Councillor Alison Foden

22/169 Declaration of interest on Agenda Items

None declared

22/170 Dispensation requests regarding Code of Conduct

None received

22/171 Public open session (maximum 10 minutes)

No comments

22/172 To confirm the Draft Minutes of the EPC Meeting held on 19 April 2022 are an accurate record

Resolved

22/173 Review of delegation arrangements to committees, sub-committees, employees and other local authorities

Action

The Parish Council currently has one committee and no sub-committees.

- i) Complaints committee – delegated authority to make a decision on a formal complaint made about the Parish Council and to consider any appeal.

The Parish Council currently has six Working Parties in place.

- i) Community Resilience Plan - no delegated authority.
- ii) Environment Working Party – no delegated authority.
- iii) Budget Working Party – no delegated authority.
- iv) Matford Working Party – no delegated authority.
- v) Community Plan Working Party – no delegated authority.
- vi) Green Spaces Working Party – delegated authority allowing Officers to authorise expenditure of up to £500.00.

The Parish Council's Financial Regulations give delegated authority to the Officers, in conjunction with the Chair or Vice-Chair, to be used for matters relating to the delivery of Parish Council business.

- i) To incur expenditure of up to £5000.00 on matters that would put the delivery of Parish Council services at risk. This includes Health and Safety remedial work.
- ii) To incur up to £500.00 for the implementation of any decision of the Parish Council or its committees where insufficient express authority was already in place.

The Clerk and Deputy Clerk are also authorised

- i) to spend within budgetary limits on stationery (office supplies), cleaning materials, postage, telephones, training and room hire.
- ii) to spend up to £500.00 on small maintenance projects (including tree maintenance).
- iii) to authorise up to £500.00 expenditure for the Green Spaces Group.
- iv) to approve payments, planning matters and any other matters associated with Parish Council business in consultation with the Chair or Vice-Chair plus one other Parish Councillor, in the event that the twice monthly scheduled public Parish Council meetings cannot take place for reasons outside of its control.

Full council shall be advised of any action taken as soon as practically possible and a list will be published on the Parish Council website and notice board.

There are no delegation arrangements to other Local Authorities.

22/174 To note that the review of Terms of Reference for committees, advisory committees, and working parties is carried out annually in June

Action

The Complaints Committee, Green Spaces Working Party, Matford Working Party and Environment Working Party Terms of Reference were reviewed in July 2021.

The Budget Working Party Terms of Reference were reviewed in January 2022, as specified in its Terms of Reference.

The Community Plan Working Party Terms of Reference had not been reviewed.

The Community Emergency Plan Working Party Terms of Reference would be reviewed following the forthcoming plan review.

KS/JD

It was noted that the Terms of Reference on the website needed to be updated.

JD/HH

22/175 Receipt of nominations to existing committees, advisory committees and working parties

1. Green Spaces Working Group

- i) Council members - Cllr Madge was appointed.
- ii) Community members – To be determined at a future meeting.

JD

2. Community Resilience Working Party

- i) Council members – The Parish Council Chair and Vice Chair are ex-officio members.
- ii) Community members – Mr Jim Tappin and Mrs Caroline Aird were appointed.

3. Environment Working Party

- i) Council members – Cllrs Churchward, Nuttall and Ladyman were appointed.
- ii) Community members (voting members) – Mr David Nappin, Mrs Caroline Shezall, Mrs Maxine Commings and Mr Jeremy Pyne were appointed.

4. Matford Working Party

- i) Council members – Cllrs Smith and Aird were appointed.
- ii) Community members – Mr Karl Walker, Mr John Goodey, Mr Phil Markham and Mr John Ponsford were appointed.

5. Budget Working Party

- i) Council members – Appointed annually in October as per the Terms of Reference.

22/176 To appoint Lead Councillors to the following positions

1. Planning

Cllr Churchward was appointed.

Action

2. Property and Amenities

Cllr Madge was appointed.

3. Footpath Warden

Mr John Goodey had agreed to continue in this role.

4. Highways

Cllr Nuttall was appointed.

5. Data Protection

Cllr Smith was appointed.

6. Green Spaces Group

Cllr Madge was appointed.

7. Environment Working Party

Cllr Churchward was appointed.

8. Community Resilience Working Party

Cllr Smith was appointed.

22/177 To appoint two Internal Controllers

It was resolved to appoint Cllrs Smyth and Nuttall.

22/178 To review:

1. Exminster Parish Council Standing Orders

Reviewed June 2021, next review due June 2022

2. Financial Regulations

Reviewed August 2021, next review due September 2022

3. Bank signatories (confirmation)

Cllrs Aird, Madge and Smith are signatories on all accounts.

22/179 Review of representation on or work with external bodies and arrangements for reporting back.

1. Deepway Centre Trust

Cllr Smith's nomination last month was confirmed.

2. Victory Hall Trust (3 Trustees required)

Cllrs Churchward and Smith were appointed, leaving one vacancy.

3. Affirmation of Feoffees Parish Council representatives (re-appointment in election years only)

Cllr Derek Madge, Mrs Carole Smith and Mrs Rosemary Sanders had confirmed that they would remain in post.

Action

22/180 Review of inventory of land and assets including buildings and office equipment.

A review of assets took place in March each year and the list of assets was published on the website.

An interim review took place in August as part of the insurance renewal process.

22/181 Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Parish Council is insured by Zurich.

The policy was reviewed annually in August ahead of renewal on October 1.

22/182 Review of the Council's and/or employees' memberships of other bodies

The Parish Council currently has subscriptions to:

- CPRE (Campaign to Protect Rural England)
- DALC (Devon Association of Local Councils)
- DCT (Devon Communities Together)
- National Allotment Society
- Institute of Cemetery and Crematorium Management
- Society of Local Council Clerks

22/183 Review the Council's complaints procedure

The procedure was last reviewed in April 2019. A review was currently underway.

JD

22/184 Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

The procedure for requests was last reviewed in September 2021 to be reviewed again in December 2024.

The Privacy Notice explaining how data was held, processed and protected was available on the Parish Council website. It was last updated in April 2022 to be reviewed again in April 2023.

22/185 Review the Council's policy for dealing with the press/media

The policy was reviewed in January 2021 with the next review due in June 2023.

22/186 Review of the Councils employment policies and procedures

The policies and procedures were reviewed in February 2022 with the next review due in February 2024.

Action

22/187 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

For the 2022/23 Financial Year, the Parish Council can spend £8.42 per elector.

In the 2021/22 Financial Year, the Parish Council spent £3000.00.

22/188 Determining the dates, times and place of ordinary meetings of the full Council for the year ahead

Parish Council meetings take place on the first and third Mondays of the month, excluding Bank Holidays when the meetings usually move to Tuesday.

Councillors were reminded of the Google calendar, noting the dates of all Council meetings and other meetings attended by Councillors.

All

22/189 Confirmation of Direct Debit Payments

Monthly:

- EE
- Nat West Bankline
- NEST pensions
- Utilities Warehouse

Annually:

- Devon Communities Together
- Royal Mail
- Information Commissioner
- Communicate Better

Ad Hoc:

- Staples

22/190 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett was not present.

22/191 District Councillors Reports on items other than those on the agenda

Teignbridge District Councillor Charles Nuttall reported that he had been nominated to be the Teignbridge District Council (TDC) Chair from May 2022 to May 2023.

22/192 Chair's Report

An update on the Community Plan was given. A report on the Survey results will be published but there will be no Community Plan because many actions are already underway.

Action

The draft report was currently with the Chair of the Community Plan Working Party for comment.

The report would be formally approved at the Parish Council meeting on 16 May.

JD

22/193 Clerk's Report

1. An email had been received from a resident in Crockwells Close regarding brambles bordering the brook in the Wilderness. They were advised that the brambles would be trimmed after the bird nesting season had finished. This was needed to keep the brook clear and free flowing. Two other residents were visited as they had deposited their garden rubbish over their fences onto Parish Council owned land.
2. The owners of Spurfield House had confirmed that building works had started on the extension to the property. It was anticipated that the project would be completed in 12-15 months. Local contractors were carrying out the work. It was envisaged that the facility would be operational from October 2023.
3. Highway and Traffic Orders Committee (HATOC) had published a Schedule 1.001 notice declaring no waiting at any Time on Days-pottles Lane, Exminster (southerly side) from its junction with Main Road for a distance of 21 metres in a westerly direction.
4. An email had been received from Cllr Connett explaining that Devon County Council's (DCC) decision to allow £2 million of Housing Infrastructure Funding to be used in Cranbrook had been called to the Scrutiny Committee. The meeting would take place on Tuesday 10 May and Cllr Connett had suggested that representation from the Parish Council could be beneficial.

Discussion took place about the position of the Parish Council, which, it was agreed, was very complicated. The consensus was that the Council should be represented, and Cllr Smith agreed to represent the Parish Council and speak at the meeting.

22/194 To adopt the Local Government Association Model Councillor Code of Conduct 2020, updated 17 May 2021

The Clerk explained that it was best practice to adopt the same Code of Conduct as the District Council.

It was acknowledged that there was little consequential change in the new model.

It was resolved to adopt the revised Code of Conduct, in line with TDC. Council agreed to consider a motion relating to the Code of Conduct at a future meeting

Action

22/195 To approve updates to the Community Emergency Plan

Contact details were updated and the fact that Deepway Green would shortly become a landing site for Devon Air Ambulance was added.

JD

Resolved.

FINANCE MATTERS

22/196 Accounts for Approval

It was resolved to approve payments in the sum of £425.46

HH

PLANNING MATTERS

22/197 Planning Applications

1. 22/00572/FUL, 33 Crockwells Road - Division of existing house to create two dwellings

The house was at the end of a terrace and had already been extended.

Points were raised about access rights and future ownership.

Council's main concern was about parking. Parking on the stretch of Crockwells Road that would be affected by the proposal was already congested and the potential for vehicles from an additional dwelling would exacerbate the situation.

There were no comments on the TDC planning portal to date.

It was resolved to comment on the application with concerns about parking.

HH

22/198 Planning Decisions

1. 21/01491/FUL – Matford Home Farm, Matford Mews

Use of agricultural building as a had car wash and valeting service for a temporary period of 2 years - GRANTED

22/199 To note any planning matters regarding the Matford development

1. Planning

A Reserved Matters planning application had been received for a parcel of land to be developed by Vistry. The Matford Working Party would formulate a response to be approved at the Parish Council meeting on 16 May.

HH

2. Community Centre

A briefing meeting for Councillors and members of the Matford Working Party would take place on Monday 9 May at 18:00 in the Victory Hall.

All

Action

22/200 Councillors' Reports – for information only

1. Cllrs Aird and Nuttall had shortlisted three potential sites for Vehicle Activated Signs that would be put forward to DCC for their suitability.
2. Cllr Churchward had attended DCT's Town and Parish Council meeting regarding environmental matters. There was discussion on how to manage weeds on pavements and in gutters without using pesticides or herbicides. A trial was underway in Exmouth, but it was believed to be an intensive and expensive process.
3. Cllr Ladyman commented on the issue raised by Cllr Churchward and expressed interest at being involved in future discussions.

22/201 Public Open Session – (Maximum 10 minutes)

Comments:

1. Council was thanked for the work that it had undertaken over the past year.

The meeting closed at 20:52

Date of next meeting: Monday 16 May 2022 at 19:30 in the Victory Hall

Signed:...Kevin Smith..... Date:...16 May 2022.....