

Chairman: Kevin Smith

Action

22/202 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: 4

22/203 Apologies accepted from

None offered.

22/204 Declaration of interest on Agenda Items

None declared.

22/205 Dispensation requests regarding Code of Conduct

None received.

22/206 Public open session (maximum 10 minutes)

Comments:

1. Was the Parish Council able do anything about the appearance of an unsightly garden in Crockwells Road?

The Clerk confirmed that the Parish Council had no power to intervene unless any issues went onto the public highway.

2. A representative from St Michaels Church in Alphington advised that they had prepared a welcome pack to be distributed to new residents in Matford.

Action

22/207 To confirm the Draft Minutes of the EPC Meeting held on 3 May 2022 are an accurate record

Resolved.

22/208 Clerk's Report

1. A resident had complained about grass cutting in Reddaway Drive. The area in question was in the ownership of Devon County Council (DCC) and it was explained that it was necessary to cut the visibility splays for road safety.
2. The Jubilee Tree in Spurfield would be dedicated on Saturday 4 June at 11:00 by Mr Henry Fowler.
3. A complaint had been received about an uncontrolled dog at Spurfield.
4. An email had been received enquiring about the Parish Council's policy on grass cutting during May. The Clerk explained that the policy varied for different areas of the village.
5. DCC had acknowledged receipt of the cycling report outlining suitable sites for signage.

22/209 To provide feedback on the 'Drop In' session run on the 14 May

The drop-in session had been well publicised but, disappointingly, no one attended. However, a member of the public had subsequently expressed an interest in becoming a Councillor.

22/210 To receive the Exminster Community Plan Survey Report

The Chair explained that the survey results had been written up as a report for publication on the Parish Council website. It was noted that many of the issues identified in the survey had already been actioned or were work in progress.

The report was being proof read and it was noted that it was currently undated. The date would be added to the Foreword before final publication.

HH

22/211 To agree the dissolution of the Community Plan Working Party

Resolved.

Members of the Working Party would be written to and thanked for their input.

JD

Action

22/212 To note the Complaints Procedure had been reviewed with no proposed amendments

Noted.

22/213 To agree to write to the Right Honourable Mel Stride MP to request he support the Early Day Motion 691 by Dr Julian Lewis, MP for New Forest East, who is calling on the government to support the civility and respect campaign relating to local Councillors.

Cllr Madge explained the purpose of the proposal was to lobby for legislation to be put in place to strengthen standards and conduct so that there would be redress for Councillors who were disrespectful or bullied officers and colleagues.

It was resolved to write a letter of support to Mel Stride MP.

JD

FINANCE MATTERS

22/214 RFO's report

1. Direct Debits during April 2022

NatWest Bankline	£7.60
Utility Warehouse	£179.42
EE	£31.46
NEST	£171.27

2. Community Infrastructure Levy (CIL)

CIL totalling £414,818.21 was received on 28 April. This could not be reconciled, and a breakdown was requested from Teignbridge District Council (TDC). The breakdown showed that Exminster Parish Council had been underpaid £58,469.16. This had now been received.

3. Electricity prices

Utility Warehouse had advised a further increase to the electricity costs at Deepway with effect from 1 June. This was in line with other providers.

4. Play Inspection Report

Action

In order to secure the same cost for the inspection as this year (£175.00) a repeat order form had been submitted. If the Parish Council wished to use another provider, it could cancel the inspection with three months-notice without penalty.

22/215 To consider the Internal Auditor's report

The following questions and comments were made about the report:

1. Item 2 referred to publication of a quarterly financial statement. When would this be put in place?

It was explained that financial statements were already published with the minutes on a monthly basis.

It was agreed that the Budget Working Party would review this process with a view to publishing quarterly accounts on the finance page of the website.

HH

2. Item 8 referred to reserves. Did the Parish Council need re-order reserves into general and future reserves?

The reserves were in accordance with the Reserves Policy and there was no need to make any amendments.

3. Was there a time limit to publish the Community Infrastructure Levy report on the Parish Council website?

TDC did not have a deadline. The RFO usually published the report after submission of the Annual Governance and Accountability Return.

4. A comment had been made that the Publication of Electors Rights was not available on the website for the 2020-21 annual return.

It was explained that the notice was available at the relevant time and then archived. It was agreed that this would remain on the website for this financial year.

HH

5. It had been suggested that the Register of Business Interests was published on the Parish Council website.

It was agreed that this was best left as a link to TDC's website.

It was noted that comments and recommendations made in the report referred to best practice.

Action

Some Councillors found it difficult to interpret the report and suggested that an action column was added to make it clear which items required attention.

The report concluded that the Parish Council continued to operate in all areas at a very high standard and this demonstrated a well-functioning Council.

The RFO was thanked for her work on the accounts which resulted in this successful audit

22/216 Accounts for Approval

It was resolved to approve payments in the sum of £10,600.62

HH

22/217 Draft accounts for April 2022

A new version of the balance sheet, produced directly by the accounting software, was introduced.

1. Budget Comparison Report

Noted

2. Balance Sheet

Noted

PLANNING MATTERS

22/218 Planning Applications

1. 22/00876/TPO, Land At NGR 293887 87872, The Buntings - Crown lift and reduce one sycamore by approx. 1m where overhanging

It was resolved to support the request.

HH

2. 22/00176/MAJ, Land At South West Exeter (Parcel 8c), Matford - Approval of details for 25 apartments and associated infrastructure and open space pursuant to the grant of outline planning permission (15/00708/MAJ) (approval sought for layout, scale, landscaping and appearance)

The following points had been noted by the Matford Working Party:

- The site was relatively small with a concentrated layout. The buildings were tall. Therefore, it appeared overdeveloped and overbearing.

Action

- There was insufficient parking (1 space per apartment and no visitors parking).

HH

It was resolved not to support the application and make the aforementioned comments.

3. 22/00672/HOU, 10 Crockwells Road - Side extension

A Certificate of Lawfulness had been granted for the works. TDC was responsible for enforcing the requirements and the Parish Council did not have the expertise to question this.

It was resolved to comment on the application as follows:

- To meet Exminster's Environment Plan, the Parish Council request that the development includes biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats.
- TDC should ensure that the statements regarding height of the extension fell within the permitted thresholds.

HH

22/219 Planning Decisions

Noted as listed.

1. **19/01384/MAJ, Land At South West Exeter Ngr 291652 89142, Markham Lane – RESERVED MATTERS APPROVED**
2. **22/00959/TPOE, Radio Relay Station, Deepway Lane – Tree pruning to clear relay mast – WORKS CONSIDERED EXEMPT**

OTHER PLANNING MATTERS

22/220 To note any matters regarding the Matford development

1. **To update Council on the meeting held on 9 May with DCC and the Chairmans attendance at the DCC Scrutiny Committee on the 10 May**
 - a **DCC meeting on 9 May**

The Deputy Clerk and Mr John Ponsford from the Matford Working Party attended the meeting.

Action

DCC would set up a meeting between the Parish Council and the Ted Wragg Trust (the school's owners/operators) regarding community use of the school's facilities.

Clarity was sought about the usage of recovered Housing Infrastructure Funding (HIF) from the South West Exeter development and it was confirmed that the funding was intended to bring about new development, hence could not be used on an existing development.

It was asked whether DCC could extend the funding timescale due to the compromises that Exminster Parish Council and the NHS were having to make due to the March 2024 deadline for expenditure.

b Community Facilities briefing on 9 May

Councillors and members of the Matford Working Party were updated on developments relating to the provision of the facilities.

c Chair's attendance at the DCC Scrutiny Committee meeting on 10 May

The Chair spoke on behalf of the Parish Council at the meeting, outlining the complications that the HIF was presenting in terms of the level of funds available and the timescales for delivery. Concerns about the scope of the facility were also mentioned.

The decision originally made by the Cabinet was not overturned.

2. It is proposed to retain Consult QRD to produce a high-level design for a Community Facility at Matford, based on a prioritised Needs Analysis, which can be built within a £3M budget

Rather than accepting the proposals of DCC, the Parish Council needed to take further advice on what should be included in the Community Centre, based on the space and budget available and to ensure that it would be viable.

Discussion took place about whether the Parish Council should consider walking away from the project so as not to burden residents, both current and future.

Questions were raised about the Parish Council's obligation towards building the GP surgery. It was confirmed that the Parish Council was not obliged to and that the NHS needed to fund its own building.

It was suggested that the building was moved to the flatter end of the site allocated to lower construction costs.

Action

Following a vote, it was resolved that the Parish Council should pursue the design work.

Cllr Madge wished to have his vote against the proposal noted.

3. If the above is approved to agree a budget of no more than £5000 for that project

It was confirmed that this would be funded by CIL.

Resolved.

Cllr Madge wished to have his vote against the proposal noted.

HH

22/221 Councillors' Reports – for information only

No reports.

22/222 Public Open Session – (Maximum 10 minutes)

Comments:

1. The foundations were already in place at the property in Crockwells Road that was discussed as a planning application.

The meeting closed at: 20:45

Date of next meeting: Monday 6 June 2022 at 19:30 in the Victory Hall

Signed:.....Kevin Smith..... Date:...6 June 2022.....

Consolidated Balance Sheet

31/03/22

£

30/04/22

£

Current assets		
0	Investments	0
0	Loans Made	0
0	Investment	0
0	Stocks	0
1,708	VAT Recoverable	584
0	Debtors	2
2,652	Payment in Advance	2,258
1,292,509	Cash in Hand at Bank	1,773,312
1,296,869	TOTAL CURRENT ASSETS	1,776,156
1,296,869	TOTAL ASSETS	1,776,156
Current liabilities		
0	Loans Received	0
0	Temporary Borrowing	0
0	VAT Payable	0
2,652	Creditors	7,052
0	Receipts in Advance	0
2,652	TOTAL CURRENT LIABILITIES	7,052
1,294,217	TOTAL ASSETS LESS CURRENT LIABILITIES	1,769,104
0	Long Term Borrowing	0
0	Deferred Liabilities	0
0	Deferred Credits	0
0		0
1,294,217	NET ASSETS	1,769,104
Represented by		
63,412	General Fund	124,620
818,263	Community Infrastructure Levy	1,231,942
210,034	Village Infrastructure Fund	210,034
158	Footpaths	158
2,563	Milbury Reach (S106)	2,563
153,405	Assets Sinking Fund	153,405
43,000	Grounds Maintenance Contingency	43,000
391	Green Spaces Group Donations	391
2,991	Devon Air Ambulance Grant	2,991
0	LONG TERM Investment Accounts	0
1,294,217		1,769,104

Signed _____

Chairman

Date

Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Actual Net	Actual Net (year to date)	Balance
INCOME				
Ring Fenced/Designated Funds				
42	Footpaths	£0.00	£0.00	£0.00
Total Ring Fenced/Designated Funds		£0.00	£0.00	£0.00
Precept				
11	Precept	£146,354.00	£73,177.00	-£73,177.00
Total Precept		£146,354.00	£73,177.00	-£73,177.00
Interest				
21	Interest on NatWest	£20.00	£71.90	£51.90
23	Interest on Unity Trust	£20.00	£0.00	-£20.00
28	Dividend on CCLA Milbury Reach Funds	£50.00	£31.00	-£19.00
29	Dividend on CCLA General Fund	£25.00	£16.73	-£8.27
Total Interest		£115.00	£119.63	£4.63
Other Income				
31	Leases, Wayleaves and allotments	£309.00	£72.90	-£236.10
32	Refunds	£0.00	£0.00	£0.00
33	Miscellaneous	£0.00	£0.00	£0.00
35	Grant Income	£0.00	£0.00	£0.00
41	Cemetery (Burial Fees)	£1,500.00	£225.00	-£1,275.00
50	Community Infrastructure Levy	£0.00	£414,808.21	£414,808.21
Total Other Income		£1,809.00	£415,106.11	£413,297.11
Value Added Tax				
Total Value Added Tax		£0.00	£0.00	£0.00
Total Income		<u>£148,278.00</u>	<u>£488,402.74</u>	<u>£340,124.74</u>
EXPENDITURE				
Amenities				
1001	Bowling Green	£1,665.00	£98.00	£1,567.00
1002	Crockwells Meadow	£5,000.00	£353.00	£4,647.00

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Actual Net (year to date)	Balance
1003	Deepway Green General Maintenance	£7,426.00	£634.69	£634.69	£6,791.31
1004	Dryfield	£1,575.00	£288.69	£288.69	£1,286.31
1006	Public Toilet	£1,061.00	£0.00	£0.00	£1,061.00
1007	Spurfield	£3,500.00	£170.00	£170.00	£3,330.00
1008	Townfield	£1,425.00	£87.00	£87.00	£1,338.00
1009	VH Flower Beds	£106.00	£0.00	£0.00	£106.00
1010	VH Surrounds	£309.00	£29.00	£29.00	£280.00
1011	Non EPC Owned Amenities	£2,122.00	£261.00	£261.00	£1,861.00
1012	Existing Asset Maintenance	£11,500.00	£2,578.00	£2,578.00	£8,922.00
1013	Primrose Bank and Planter	£128.00	£0.00	£0.00	£128.00
1014	Hospital Drive	£2,856.00	£116.00	£116.00	£2,740.00
1015	Minster Park Surrounds	£1,061.00	£0.00	£0.00	£1,061.00
1016	Tree Contract (Report)	£912.00	£0.00	£0.00	£912.00
1017	Green Spaces Group	£500.00	£0.00	£0.00	£500.00
1018	Environmental Initiatives	£530.00	£0.00	£0.00	£530.00
1019	Maintenance Contract Contingency Planning	£13,000.00	£0.00	£0.00	£13,000.00
4001	Cemetery	£2,285.00	£0.00	£0.00	£2,285.00
4007	Wilderness	£500.00	£0.00	£0.00	£500.00
Total Amenities		£57,461.00	£4,615.38	£4,615.38	£52,845.62
Staff Costs					
3001	Parish Clerk	£16,480.00	£3,127.02	£3,127.02	£13,352.98
3002	Deputy Clerk/RFO/Communications	£21,630.00	£4,384.05	£4,384.05	£17,245.95
3003	Caretaker/Litter Picker	£5,724.00	£949.44	£949.44	£4,774.56
3005	Locum Clerk/RFO/Other Staff	£3,000.00	£0.00	£0.00	£3,000.00
3010	HMRC Control Accounts	£0.00	-£1,978.06	-£1,978.06	£1,978.06
3011	Pension Contributions	£0.00	-£159.30	-£159.30	£159.30
Total Staff Costs		£46,834.00	£6,323.15	£6,323.15	£40,510.85

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Actual Net (year to date)	Balance
General Administration					
6001	Audit Fees	£1,236.00	£0.00	£0.00	£1,236.00
6002	Legal and Professional Fees	£5,150.00	£0.00	£0.00	£5,150.00
6003	Chairman's Expenses	£750.00	£0.00	£0.00	£750.00
6004	Room Hire	£1,000.00	£0.00	£0.00	£1,000.00
6005	Insurances	£3,000.00	£0.00	£0.00	£3,000.00
6006	Bank Charges inc Bankline	£103.00	£7.60	£7.60	£95.40
6007	Members' Expenses & Training	£500.00	£15.00	£15.00	£485.00
6008	Staff Expenses & Training	£1,133.00	£38.54	£38.54	£1,094.46
6009	General Subscriptions	£1,545.00	£790.00	£790.00	£755.00
6010	Postage & Telephones	£1,030.00	£26.22	£26.22	£1,003.78
6012	Office Supplies/Maintenance	£2,500.00	£0.00	£0.00	£2,500.00
6014	Payroll running costs	£412.00	£40.00	£40.00	£372.00
6015	Software Subscriptions	£3,090.00	£78.55	£78.55	£3,011.45
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	£1,030.00	£0.00	£0.00	£1,030.00
6019	Matford Planning Support	£0.00	£0.00	£0.00	£0.00
Total General Administration		£23,479.00	£995.91	£995.91	£22,483.09
Ring Fenced/Designated Funds					
4002	Footpaths	£0.00	£58.00	£58.00	-£58.00
4005	Lot 9 Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
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	£1,129.50	-£1,129.50
4021	Milbury Reach S106 Funds	£0.00	£0.00	£0.00	£0.00
4022	Community Plan Projects	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Actual Net	Actual Net (year to date)	Balance
Total Ring Fenced/Designated Funds	£18,000.00	£1,187.50	£1,187.50	£16,812.50
Grant Funding				
5001 Community Small Grants	£2,500.00	£0.00	£0.00	£2,500.00
Total Grant Funding	£2,500.00	£0.00	£0.00	£2,500.00
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>£148,274.00</u>	<u>£13,121.94</u>	<u>£13,121.94</u>	<u>£135,152.06</u>
Total Income	£148,278.00	£488,402.74	£488,402.74	£340,124.74
Total Expenditure	£148,274.00	£13,121.94	£13,121.94	£135,152.06
Total Net Balance	£4.00	£475,280.80	£475,280.80	