

22/247 Present

Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr Derek Madge (DM), Cllr Lisa May (LM), 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), Andrew Swain (AS)

Public: 1

22/248 Apologies accepted from

Cllr Sarah Ladyman (SL) – personal reasons

22/249 Declaration of interest on Agenda Items

None declared

22/250 Dispensation requests regarding Code of Conduct

None received

22/251 Public open session (maximum 10 minutes)

No comments

22/252 To confirm the Draft Minutes of the EPC Meeting held on 6 June 2022 are an accurate record

Resolved

22/253 Clerk's Report

1. Cllr May had completed her Declaration of Acceptance of Office.
2. Councillors were invited to attend a briefing update regarding Teignbridge District Council (TDC) Waste & Recycling on 29 June at 7.00pm. The briefing would be virtual.
3. A complaint had been received from a resident about work being carried out on the banks at St Martins during the summer.
4. An email had been received from a resident querying the treatment of Japanese Knotweed in the Wilderness. The contractor had been contacted.

Action

5. An email had been received from the directors of Coffee on the Corner Community Interest Company stating that three months' notice of dissolution had been given, ending 31 August. [Westbank would continue to operate the coffee shop as normal].

In accordance with its Memorandum and Articles of Association the remaining assets should be transferred to the Parish Council. A meeting would be arranged with the directors to discuss how this would be administered and the outcome would be a future agenda item.

DM/
BA/JD

Cllrs Aird, Madge and the Clerk would attend.

22/254 To approve the amended Parish Council Standing Orders

In the financial section, the EU procurement requirements had been removed. There were no other changes.

Resolved.

JD

PROPERTY & AMENITIES MATTERS

22/255 To approve a quote of £815.90 + VAT to paint all of the woodwork and render on the annexe to the Victory Hall

Resolved.

JD

FINANCE MATTERS

22/256 RFO's report

1. Direct Debits during May 2022

	£
NatWest bankline	5.60
Utility Warehouse	154.87
EE	34.20
NEST	159.30

2. Pensions Regulator – re-enrolment and re-declaration

This was completed on 17 June 2022.

3. Website Compliance

The quarterly check had not identified any issues.

22/257 Accounts for Approval

Action

It was resolved to approve payments in the sum of £22,560.83

HH

22/258 Draft accounts for May 2022

1. Budget Comparison Report

Noted.

There were no questions on the report.

2. Balance Sheet

Noted.

There were no questions on the report.

22/259 To approve the Annual Governance statement for the 2021/22 Financial Year (AGAR section 1)

The AGAR Statement had been circulated.

The Internal Auditor's report had been received and approved at the Parish Council meeting on 16 May 2022 (22/215).

Each statement from section 1 was read out and approved accordingly.

It was resolved to approve the Annual Governance statement that was signed by the Chairman and Clerk at the meeting.

HH

22/260 To approve the Statement of Accounts for the 2021/22 Financial Year (AGAR section 2)

The AGAR Statement of Accounts and accompanying financial reports had been circulated. [19 April 2022 (22/158)]

It was resolved to approve the Statement of Accounts that was signed by the RFO and Chairman at the meeting.

The AGAR would be sent to the Internal Auditor and the notice of public rights to inspect the accounts would commence on Monday 27 June and finish on Friday 5 August.

HH

The Chairman thanked Helen Hibbins for her work which resulted in a very good audit report

PLANNING MATTERS

22/261 Planning Applications

1. 22/00072/FUL, Spurway Farm, Days-Pottles Lane - Retention of use of commercial buildings as three dwellings

This was a retrospective application for work that was completed in July 2021. The work was all internal and there was no appreciable change in

Action

external appearance. However, it has resulted in three separate dwellings with their own entrances

There had been no opportunity for the Parish Council to comment on the proposals before they were built, and discussion took place highlighting:

- The property was outside the settlement limit.
- The application does not make any justification for dwellings outside of the settlement limit (e.g. rural workers)
- As the dwellings were market properties, they would likely attract buyers from outside the village, thereby increasing pressure on, for example, the school.
- There were insufficient affordable housing/rental properties for existing residents.
- Comments about the lack of planning enforcement relating to the development.

Since additional market dwellings were being created outside the settlement limit, the Parish Council would have objected to the application prior to the commencement of the work.

It was resolved to object to this retrospective application because it is outside of the village settlement limit and contrary to the Teignbridge Local Plan.

The lack of opportunity for biodiversity enhancements (habitats for bees and other insects, birds, bats and hedgehogs) to meet Exminster's Environment Policy would also be emphasised.

HH

22/262 Planning Decisions

1. **22/00783/HOU – 73 Old Quarry Drive – Conversion of existing garage into an office space and alterations to front elevation**
Granted
2. **22/0876/TPO – The Buntings – Crown lift and reduce one sycamore by approximately 1m where overhanging.**

Granted

22/263 To note any planning matters regarding the Matford development

1. **Planning**
No matters to report.
2. **Community Centre**

Action

The following meetings had taken place involving members of the Matford Working Party.

- a. Richard Grady - Consult QRD – Tuesday 7 June
- b. The report on the Community Facility and its viability was discussed. Despite reductions to staffing requirements and overheads, the report concluded that the mix of facilities currently envisaged made operation unviable.
- c. Devon County Council (DCC) – Friday 10 June
- d. DCC shared some revised drawings for the facility. These were similar to the initial drawings. There was discussion about the size of the main hall but it was concluded that information about the school's offering was needed before any further action could be taken.
- e. It was suggested that other community centre models could be explored, for example the Newcourt Centre.
- f. DCC and NHS – Monday 13 June
- g. Wording from the school's decision notice regarding the availability of services and accommodation to the community was shared. It was agreed that no further discussion could take place about this until after a meeting with the Ted Wragg Trust.
- h. The time constraint for the Housing Infrastructure Funding (HIF) was re-iterated.
- i. Ted Wragg Multi Academy Trust (facilitated by DCC) – Wednesday 15 June
- j. Layout plans for the school were shared and there was confirmation that there would be an auditorium within the school with retractable seating (as originally envisaged for the Community Facility).
- k. The Trust outlined its community centred vision for the school and gave examples of how this had been implemented in Cranbrook.
- l. It was agreed that a visit to Cranbrook school would be useful.

A visit to Cranbrook School would take place on Wednesday 22 June at 17:30 and to Newcourt Community Centre on Thursday 23 June at 09:30. All Councillors were welcome to attend.

The aspirations of the Parish Council for a large facility needed to be reassessed due to the timescale imposed by the HIF and offering of the Matford Brook Academy.

Action

22/264 Councillors' Reports – for information only

1. Cllr Churchward represented the Parish Council on Monday 20 June 2022 to commemorate Armed Forces Week in honour of both serving and veteran members of the armed forces and the 40th anniversary of the end of the Falklands War flag raising at Forde House.
2. Cllr Smith had attended the Ridge Top Park guided walk and found it to be interesting and valuable.

22/265 Public Open Session – (Maximum 10 minutes)

No comments.

The meeting closed at 20:24

Date of next meeting: Monday 4 July 2022 at 19:30 in the Victory Hall

Signed:....Cllr Derek Madge..... Date:....4 July 2022.....

Consolidated Balance Sheet

Unaudited

31/03/22

£

31/05/22

£

Current assets		
0	Investments	0
0	Loans Made	0
0	Investment	0
0	Stocks	0
1,708	VAT Recoverable	1,461
0	Debtors	1
2,652	Payment in Advance	1,850
1,292,509	Cash in Hand at Bank	1,821,393
<u>1,296,869</u>	TOTAL CURRENT ASSETS	<u>1,824,705</u>
<u>1,296,869</u>	TOTAL ASSETS	<u>1,824,705</u>
Current liabilities		
0	Loans Received	0
0	Temporary Borrowing	0
0	VAT Payable	0
2,652	Creditors	4,378
0	Receipts in Advance	0
<u>2,652</u>	TOTAL CURRENT LIABILITIES	<u>4,378</u>
<u>1,294,217</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>1,820,327</u>
0	Long Term Borrowing	0
0	Deferred Liabilities	0
0	Deferred Credits	0
<u>0</u>		<u>0</u>
<u>1,294,217</u>	NET ASSETS	<u>1,820,327</u>
Represented by		
63,412	General Fund	116,863
818,263	Community Infrastructure Levy	1,290,382
210,034	Village Infrastructure Fund	210,034
158	Footpaths	698
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
<u>1,294,217</u>		<u>1,820,327</u>

Signed _____
 Chairman _____
 Date _____

 Responsible Financial Officer

Financial Budget Comparison

Unaudited

Comparison between 01/04/22 and 31/05/22 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	£600.00	£600.00	£600.00
Total Ring Fenced/Designated Funds	£0.00	£600.00	£600.00	£600.00
Precept				
11 Precept	£146,354.00	£73,177.00	£73,177.00	-£73,177.00
Total Precept	£146,354.00	£73,177.00	£73,177.00	-£73,177.00
Interest				
21 Interest on NatWest	£20.00	£205.60	£205.60	£185.60
23 Interest on Unity Trust	£20.00	£0.00	£0.00	-£20.00
28 Dividend on CCLA Milbury Reach Funds	£50.00	£70.34	£70.34	£20.34
29 Dividend on CCLA General Fund	£25.00	£37.93	£37.93	£12.93
Total Interest	£115.00	£313.87	£313.87	£198.87
Other Income				
31 Leases, Wayleaves and allotments	£309.00	£72.90	£72.90	-£236.10
32 Refunds	£0.00	£0.00	£0.00	£0.00
33 Miscellaneous	£0.00	£0.00	£0.00	£0.00
35 Grant Income	£0.00	£0.00	£0.00	£0.00
41 Cemetery (Burial Fees)	£1,500.00	£225.00	£225.00	-£1,275.00
50 Community Infrastructure Levy	£0.00	£473,277.37	£473,277.37	£473,277.37
Total Other Income	£1,809.00	£473,575.27	£473,575.27	£471,766.27
Value Added Tax				
Total Value Added Tax	£0.00	£0.00	£0.00	£0.00
Total Income	<u>£148,278.00</u>	<u>£547,666.14</u>	<u>£547,666.14</u>	<u>£399,388.14</u>
EXPENDITURE				
Amenities				
1001 Bowling Green	£1,665.00	£308.00	£308.00	£1,357.00
1002 Crockwells Meadow	£5,000.00	£2,296.40	£2,296.40	£2,703.60

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 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	£2,559.50	£2,559.50	£4,866.50
1004	Dryfield	£1,575.00	£468.69	£468.69	£1,106.31
1006	Public Toilet	£1,061.00	£0.00	£0.00	£1,061.00
1007	Spurfield	£3,500.00	£365.00	£365.00	£3,135.00
1008	Townfield	£1,425.00	£177.00	£177.00	£1,248.00
1009	VH Flower Beds	£106.00	£0.00	£0.00	£106.00
1010	VH Surrounds	£309.00	£59.00	£59.00	£250.00
1011	Non EPC Owned Amenities	£2,122.00	£261.00	£261.00	£1,861.00
1012	Existing Asset Maintenance	£11,500.00	£3,055.00	£3,055.00	£8,445.00
1013	Primrose Bank and Planter	£128.00	£0.00	£0.00	£128.00
1014	Hospital Drive	£2,856.00	£236.00	£236.00	£2,620.00
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	£300.00	£300.00	£1,985.00
4007	Wilderness	£500.00	£30.00	£30.00	£470.00
Total Amenities		£57,461.00	£10,115.59	£10,115.59	£47,345.41
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	£1,061.23	£1,061.23	£4,662.77
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	£0.00	£0.00	£0.00
Total Staff Costs		£46,834.00	£6,594.24	£6,594.24	£40,239.76

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 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	£400.00	£400.00	£836.00
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	£13.20	£13.20	£89.80
6007	Members' Expenses & Training	£500.00	£60.00	£60.00	£440.00
6008	Staff Expenses & Training	£1,133.00	£46.79	£46.79	£1,086.21
6009	General Subscriptions	£1,545.00	£790.00	£790.00	£755.00
6010	Postage & Telephones	£1,030.00	£54.72	£54.72	£975.28
6012	Office Supplies/Maintenance	£2,500.00	£67.15	£67.15	£2,432.85
6014	Payroll running costs	£412.00	£60.00	£60.00	£352.00
6015	Software Subscriptions	£3,090.00	£92.93	£92.93	£2,997.07
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	£1,584.79	£1,584.79	£21,894.21
Ring Fenced/Designated Funds					
4002	Footpaths	£0.00	£118.00	£118.00	-£118.00
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	£2,341.75	£2,341.75	-£2,341.75
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 31/05/22 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	£2,459.75	£2,459.75	£15,540.25
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>£20,754.37</u>	<u>£20,754.37</u>	<u>£127,519.63</u>
Total Income	£148,278.00	£547,666.14	£547,666.14	£399,388.14
Total Expenditure	£148,274.00	£20,754.37	£20,754.37	£127,519.63
Total Net Balance	<u>£4.00</u>	<u>£526,911.77</u>	<u>£526,911.77</u>	