

Chairman: Kevin Smith

Action

22/298 Present

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

Public: 4

22/299 Apologies accepted from

Devon County Councillor Alan Connett.

22/300 Declaration of interest on Agenda Items

Cllrs Smith and Churchward declared an interest in item 22/305 as Trustees of the Victory Hall.

22/301 Dispensation requests regarding Code of Conduct

None received.

22/302 Public open session (maximum 10 minutes)

Comments:

1. A resident asked whether flailing of hedgerows could be delayed for the benefit of wildlife and biodiversity. The work usually took place in September.

It was explained that the Parish Council was only responsible for hedges around Deepway Green and a section of Reddaway Drive. The availability of contractors and issues with safety were mentioned. The Clerk would request that the contractor delayed the work until October half-term, if possible. It was suggested that the biodiversity team of the Environment Working Party could consider how to raise awareness of hedgerow management with landowners across the Parish.

JD

EWP

Action

22/303 To confirm the Draft Minutes of the EPC Meeting held on 18 July 2022 are an accurate record

Resolved.

22/304 To agree the scope of the community facility to be provided at Matford and consider future implications

The Chairman presented a paper explaining that the Parish Council needed to make a series of decisions about community facilities to be provided at Matford.

The decision that needed to be made at this meeting concerned the size and scope of the facilities.

The project for establishing facilities began in 2012 and the background and work carried out to date was summarised in the paper.

It was explained that Matford Brook Academy (MBA) would be providing sports facilities that would be made available for community use and the Parish Council needed to decide whether it should continue to pursue a building to accommodate sport, or whether a smaller scale community focussed building would be more appropriate. This would have function rooms of different sizes allowing flexible usage. A model for this type of facility was at Newcourt.

Devon County Council were commissioning the design work as the facility would be built with Housing Infrastructure Funding secured by DCC. This meant that there was a deadline for delivery of the building of March 2024 – hence the urgency to make the decision.

The following points were raised:

- Could the school retract community access in the future?

The Parish Council should confirm that the access could not be revoked by the school when the community use agreement was signed.

- Could badminton be played in a smaller facility during the daytime?

It was unlikely that the ceiling height in a community focussed building could accommodate this. Examples were given of other local facilities where this was possible (the Kenn Centre).

- What was the situation with the “additional land” adjacent to the site that the Parish Council had an option to purchase. Could this be used for parking?

This would be considered in the future as it would depend on the footprint of the building to be designed. It was thought that the original site would have sufficient parking with a smaller facility.

Action

- Would the facility be built to Passivhaus standards?

The question would be raised with DCC's architect. There was the potential for the Parish Council to use Community Infrastructure Levy (CIL) to enhance the facility, ensuring it was as environmentally friendly and sustainable as possible.

- The Parish Council should limit the amount of CIL allocated to the facility to enable other projects to be realised.
- The Parish Council needed to accept that whatever decision was made, it would be questioned in the future.

It was proposed that the Parish Council should pursue the provision of a community focussed building with Devon County Council comprising of function rooms for general community use subject to

1. a robust community access agreement to the sporting facilities at MBA being in place in perpetuity
2. the building being designed within the HIF allowance (no Parish Council CIL contribution to be considered at design stage).

Resolved.

HH

22/305 To update Council on the asset transfer to the Council following the impending dissolution of Coffee on the Corner Community Interest Company and to agree a proposal on the transfer of said assets

1. **In accordance with the Memorandum and Articles of Association of the Coffee on the Corner Community Interest Company, the Council agrees to accept all its remaining assets comprising of the equipment used within the coffee shop and any monies held in the bank account, when the Company is dissolved.**

Resolved.

2. **The Council agrees to transfer the material assets received from the Coffee on the Corner Community Interest Company to the Victory Hall Trust following the above transfer**

Resolved.

(It was confirmed that the Victory Hall Trust had agreed to accept the assets).

3. **To consider the Parish Council's custodianship of the monies received from the Coffee on the Corner as part of the above transfer**

The directors expressed a wish for the financial assets to be used for the benefit of the community. Discussion took place about how this could be achieved.

Action

Two options were considered. The funds could remain, ringfenced, with the Parish Council to be used for Community Small Grants or transferred to the Victory Hall Trust as it housed the coffee shop in the Annexe.

It was resolved to transfer the financial assets to the Victory Hall Trust with the condition that the funds are spent to continue to accommodate/facilitate a community coffee shop.

JD

22/306 To update Council on its application to have a 20mph limits enforced in the village

Cllr Nuttall reported that Devon County Council had received 105 applications for 20mph speed limits, but funding only allowed 4 to be selected.

Discussion about whether the Parish Council would be able to fund the work took place. It was agreed that Cllr Nuttall and the RFO would enquire whether CIL could be used.

CN/
HH

The location of Vehicle Activated Signs (VAS) in the village had been approved and purchase and installation of the signs was being investigated.

FINANCE MATTERS

22/307 RFO's report

1. Direct Debits during July 2022:

NatWest Bankline	£6.40
Utility Warehouse	£159.35
EE	£31.46
NEST	£159.30

2. £150.00 of donations had been received, to date, from residents towards the Owl Box to be erected in a tree in Crockwells Meadow.

22/308 Accounts for Approval

It was resolved to approve payments in the sum of £5575.80

HH

22/309 Draft accounts for July 2022

1. **Budget Comparison Report**

Noted.

2. **Balance Sheet**

Noted.

Action

PROPERTY & AMENITIES MATTERS

22/310 To approve the amended Cemetery Regulations

The proposed amendments had been circulated and were explained by the Clerk.

It was resolved to approve the revised regulations with the addition of clarification on the type of biodegradable coffin that could be used and the change from 'working' dogs to 'assistance' dogs.

JD

22/311 To approve a quote of £2,500 plus VAT and disbursements to complete the land registration for the Parish Cemetery

Resolved.

The Clerk explained that two solicitors had been approached and both had advised that, although not essential, it was good practice to have the land registered.

Unfortunately, the Parish Council did not have the original title deeds, despite considerable research. This was considered more problematic by one solicitor which was reflected in their quotation.

JD

22/312 To approve the following:

- 1. The supply and fitting of a headstone, previously agreed by Council (minute 20/262), marking the burial of hospital patients in the cemetery at a cost of £919.80 plus VAT**

Resolved.

JD

- 2. Wording for the headstone 'In memory of Exminster Hospital patients buried in this cemetery between 1962 and 1979, many in these two rows of unmarked graves'**

Resolved.

It was suggested that a heritage sign could be installed to explain the context. Cllrs May and Madge would investigate the possibility. When the memorial is in place, a short service could be arranged to mark the occasion.

LM/
DM

22/313 To approve repairs to the boardwalk in Crockwells Meadow in the sum of £700

The Clerk explained that if repairs were not carried out, the boardwalk would need to be decommissioned/removed as it would be unsafe.

It was resolved to approve the repairs.

JD

Action

22/314 To consider the options and approve the purchase of a replacement litter bin for the Deepway car park - both prices exclude delivery and optional fixing and product 'extras'

1. **Single bin £370 plus VAT**
2. **Double bin with recycling unit £499 (plus VAT) plus £180 per annum (plus VAT) extra collection cost**

It was agreed that a double (recycling) bin should be installed in accordance with the Councils Environmental Policy and action 9 of the Environment Plan. The specification for the bin was discussed.

It was resolved to approve up to £900 plus VAT for the purchase, delivery and installation of the bin with an additional £180 plus VAT per annum collection cost.

JD

22/315 Planning Decisions

Noted as listed.

1. 22/01202/HPA, 28 Pridhams Way - Notification for prior approval for a single storey extension to dwelling extending 4.04 metres beyond rear wall, maximum height 3.50 metres, height to eaves 2.60 metres - **PRIOR APPROVAL GIVEN**
2. 19/01469/MAJ, Land At South West Exeter NGR 292209 89124, Matford - Approval of reserved matters details (layout, scale, landscaping and appearance) for Public Open Space associated with the outline element of hybrid planning permission (15/00708/MAJ) – **GRANTED**
3. 22/00672/HOU, 10 Crockwells Road – Side extension - **GRANTED**

22/316 Councillors' Reports – for information only

1. Cllr Smith reported that further treatment had taken place to the Japanese Knotweed in the Wilderness.
2. Cllr Smith reported that the zebra crossing outside the school would be installed during the week beginning 22 August. Road closures would be in place with a diversion along the bypass. The restriction on the time limited parking bay opposite Deepway Court was being temporarily removed to allow all day parking for contractor vehicles causing potential risk of congestion.
3. Cllr Ladyman reported that following an email from a resident, the brambles encroaching on the footpaths around the area known as Lot 9 on Reddaway Drive would be cleared by the RSPB.

Action

4. Cllr Ladyman noted that there were often people walking dogs on the land by Exminster House which was signed as private. It was confirmed that this was not Parish Council land.
5. Cllr Smyth had not seen any evidence of traffic issues at the junction of Milbury Farm Meadow and Main Road as mentioned at the Parish Council meeting on 18 July.

22/317 Public Open Session

Comments:

1. There appeared to have been an increase in HGV learner drivers in the Reddaway Drive area. It was considered that this was inappropriate in a residential area where children played.

The Clerk would make enquiries about whether anything could be done about this.

JD

The meeting closed at 21:07

Date of next meeting: Monday 5 September 2022 at 19:30 in the Victory Hall

Signed:.....Kevin Smith..... Date:.....5 September 2022.....

Consolidated Balance Sheet

DRAFT

31/03/22

£

31/07/22

£

Current assets		
0	Investments	0
0	Loans Made	0
0	Investment	0
0	Stocks	0
1,708	VAT Recoverable	170
0	Debtors	1
2,652	Payment in Advance	1,082
1,292,509	Cash in Hand at Bank	1,797,057
1,296,869	TOTAL CURRENT ASSETS	1,798,310
1,296,869	TOTAL ASSETS	1,798,310
Current liabilities		
0	Loans Received	0
0	Temporary Borrowing	0
0	VAT Payable	0
2,652	Creditors	547
0	Receipts in Advance	0
2,652	TOTAL CURRENT LIABILITIES	547
1,294,217	TOTAL ASSETS LESS CURRENT LIABILITIES	1,797,763
0	Long Term Borrowing	0
0	Deferred Liabilities	0
0	Deferred Credits	0
0		0
1,294,217	NET ASSETS	1,797,763
Represented by		
63,412	General Fund	101,317
818,263	Community Infrastructure Levy	1,289,735
210,034	Village Infrastructure Fund	209,367
158	Footpaths	548
2,563	Milbury Reach (S106)	0
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	0
0	LONG TERM Investment Accounts	0
1,294,217		1,797,763

Signed _____

Chairman

Date

Responsible Financial Officer

Financial Budget Comparison

DRAFT

Comparison between 01/07/22 and 31/07/22 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	£600.00
Total Ring Fenced/Designated Funds		£0.00	£0.00	£600.00
Precept				
11	Precept	£146,354.00	£0.00	£73,177.00
Total Precept		£146,354.00	£0.00	£73,177.00
Interest				
21	Interest on NatWest	£20.00	£119.92	£450.92
23	Interest on Unity Trust	£20.00	£0.00	£74.08
28	Dividend on CCLA Milbury Reach Funds	£50.00	£60.86	£187.17
29	Dividend on CCLA General Fund	£25.00	£32.84	£100.93
Total Interest		£115.00	£213.62	£813.10
Other Income				
31	Leases, Wayleaves and allotments	£309.00	£1.00	£72.90
32	Refunds	£0.00	£500.00	£500.00
33	Miscellaneous	£0.00	£0.00	£0.00
35	Grant Income	£0.00	£0.00	£0.00
41	Cemetery (Burial Fees)	£1,500.00	£250.00	£475.00
50	Community Infrastructure Levy	£0.00	£0.00	£473,277.37
Total Other Income		£1,809.00	£751.00	£474,325.27
Value Added Tax				
Total Value Added Tax		£0.00	£0.00	£0.00
Total Income		£148,278.00	£964.62	£548,915.37
EXPENDITURE				
Amenities				
1001	Bowling Green	£1,665.00	£105.00	£518.00
1002	Crockwells Meadow	£5,000.00	£150.00	£2,506.40

Financial Budget Comparison

Comparison between 01/07/22 and 31/07/22 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	£690.81	£4,168.14	£3,257.86
1004	Dryfield	£1,575.00	£0.00	£708.69	£866.31
1006	Public Toilet	£1,061.00	£160.00	£160.00	£901.00
1007	Spurfield	£3,500.00	£120.00	£1,025.00	£2,475.00
1008	Townfield	£1,425.00	£255.00	£522.00	£903.00
1009	VH Flower Beds	£106.00	£0.00	£0.00	£106.00
1010	VH Surrounds	£309.00	£0.00	£59.00	£250.00
1011	Non EPC Owned Amenities	£2,122.00	£60.00	£486.00	£1,636.00
1012	Existing Asset Maintenance	£11,500.00	£0.00	£3,146.22	£8,353.78
1013	Primrose Bank and Planter	£128.00	£0.00	£0.00	£128.00
1014	Hospital Drive	£2,856.00	£720.00	£1,076.00	£1,780.00
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	£10.00	£10.00	£490.00
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	£210.00	£660.00	£1,625.00
4007	Wilderness	£500.00	£198.60	£288.60	£211.40
Total Amenities		£57,461.00	£2,679.41	£15,334.05	£42,126.95
Staff Costs					
3001	Parish Clerk	£16,480.00	£1,563.51	£6,254.04	£10,225.96
3002	Deputy Clerk/RFO/Communications	£21,630.00	£2,091.09	£8,591.97	£13,038.03
3003	Caretaker/Litter Picker	£5,724.00	£558.13	£2,075.36	£3,648.64
3005	Locum Clerk/RFO/Other Staff	£3,000.00	£0.00	£0.00	£3,000.00
3010	HMRC Control Accounts	£0.00	£-934.82	£-934.82	£934.82
3011	Pension Contributions	£0.00	£0.00	£0.00	£0.00
Total Staff Costs		£46,834.00	£3,277.91	£15,986.55	£30,847.45

Financial Budget Comparison

Comparison between 01/07/22 and 31/07/22 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	£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	£316.86	£316.86	£683.14
6005	Insurances	£3,000.00	£0.00	£0.00	£3,000.00
6006	Bank Charges inc Bankline	£103.00	£6.40	£25.60	£77.40
6007	Members' Expenses & Training	£500.00	£15.00	£75.00	£425.00
6008	Staff Expenses & Training	£1,133.00	£29.07	£95.13	£1,037.87
6009	General Subscriptions	£1,545.00	£0.00	£840.00	£705.00
6010	Postage & Telephones	£1,030.00	£26.22	£107.16	£922.84
6012	Office Supplies/Maintenance	£2,500.00	£0.00	£67.15	£2,432.85
6014	Payroll running costs	£412.00	£60.00	£140.00	£272.00
6015	Software Subscriptions	£3,090.00	£14.38	£605.31	£2,484.69
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	£647.50	£647.50	-£647.50
Total General Administration		£23,479.00	£1,115.43	£3,319.71	£20,159.29
Ring Fenced/Designated Funds					
4002	Footpaths	£0.00	£0.00	£268.00	-£268.00
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	£0.00	£2,370.90	-£2,370.90
4021	Milbury Reach S106 Funds	£0.00	£0.00	£2,563.46	-£2,563.46
4022	Community Plan Projects	£0.00	£0.00	£3,657.19	-£3,657.19

Financial Budget Comparison

Comparison between 01/07/22 and 31/07/22 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	£0.00	£8,859.55	£9,140.45
Grant Funding				
5001 Community Small Grants	£2,500.00	£0.00	£300.00	£2,200.00
Total Grant Funding	£2,500.00	£0.00	£300.00	£2,200.00
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>£7,072.75</u>	<u>£43,799.86</u>	<u>£104,474.14</u>
Total Income	£148,278.00	£964.62	£548,915.37	£400,637.37
Total Expenditure	£148,274.00	£7,072.75	£43,799.86	£104,474.14
Total Net Balance	<u>£4.00</u>	<u>-£6,108.13</u>	<u>£505,115.51</u>	