

Chairman Kevin Smith

Action

22/318 Present

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).

Deputy Clerk: Mrs Helen Hibbins (HH)

Devon County Councillor: Alan Connett (AC)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 2

22/319 Apologies accepted from

Cllr Brian Aird (BA) – personal reasons

22/320 Declaration of interest on Agenda Items

Cllr Churchward declared an interest in 22/328 as a Victory Hall Trustee.

22/321 Dispensation requests regarding Code of Conduct

None received.

22/322 Public open session (maximum 10 minutes)

No comments.

22/323 To confirm the Draft Minutes of the EPC Meeting held on the 15 August 2022 are an accurate record

Resolved.

22/324 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett had no matters to report.

22/325 District Councillors Reports on items other than those on the agenda

Teignbridge District Councillor Charles Nuttall had no matters to report.

22/326 Chairman's Report

1. The Chairman and Cllr Churchward had carried out the annual staff performance reviews. This would be on a future agenda as a part II item.

JD

Action

2. Could the Parish Council assist with the “warm spaces” initiative? This would be on the agenda for the Parish Council meeting on 19 September. HH
3. A Green Spaces Group update had been received. Clarification was required on whether questions in the report were directed to the Parish Council. Cllr Madge would investigate. DM

22/327 Clerk’s Report

1. In answer to a question at the Parish Council meeting on 15 August, it was not possible to play badminton in the Victory Hall due to items fixed to the ceiling.
2. A resident had enquired whether funding was available to start up a neighbourhood representation group. The Clerk responded that only constituted organisations could apply for public funding or grants. However, there were vacancies on the Parish Council and members of the public were welcome to speak in the public open sessions at Parish Council meetings.
3. A volunteer was required to organise the community litter pick events as David Nappin was stepping down.
4. Devon Community Foundation are researching Exminster for a Profile of Associational Life (PAL), exploring aspects such as community groups, environment, transport and impressions of living and working here. It would provide a snapshot of life in the village. They had requested to speak with a Councillor for the Parish Council’s perspective. Cllr May expressed an interest. LM
5. The 13th edition of Arnold Baker on Local Council Administration had been published. A copy has been ordered, using delegated authority, in the sum of £131.99.
6. An invitation to the Dawlish Annual Civic Service had been received for Sunday 25 September at 15:00. Cllr May expressed an interest in attending. LM
7. A site meeting to progress the cycle lane signage had been requested by Helen Frankpitt, Devon County Council (DCC) Neighbourhood Highway Officer. Cllr Churchward, the Clerk and a representative from the Environment Working Party would attend. JD
8. A request had been made to use either Deepway Green or Spurfield as an overflow car park as many mourners were expected to attend a funeral service at the Church. Reluctantly, Council declined the request as there were concerns about damage to the green and it was felt that there was sufficient on-road parking available on Hospital Drive and Reddaway Drive. HH

Action

PROPERTY & AMENITIES MATTERS

22/328 To update Council on matters relating to the asset transfer of items from the Coffee on the Corner (CoTC) to the Parish Council

The material assets were transferred from CoTC to the Parish Council and immediately transferred on to the Victory Hall Trust as agreed.

The financial assets (£10,440.53) remained with the Parish Council, pending a response from the Victory Hall Trust regarding how the funds would be managed.

FINANCE MATTERS

22/329 Accounts for Approval

It was resolved to approve payments in the sum of £3843.86

HH

22/330 To review the Councils Financial Regulations

The following amendments were proposed in the version circulated:

- The expenditure that the Clerk/Deputy Clerk could authorise for the Green Spaces Group was increased from £250.00 to £500.00 to bring it in line with the Terms of Reference.
- The procurement thresholds were updated.

In addition, referring to minute 21/415, 8.5 was amended to

- The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually and will *include provision to consider whether providers' investments are environmentally ethical and aid the Parish Council in reducing its carbon footprint.*

HH

It was resolved to approve the amended regulations.

22/331 To note that the Assets List has been reviewed ahead of insurance quotation requests

No updates had been made to the Assets List since 31 March. This was available on the Parish Council website.

The Assets were categorised for the purpose of insurance quotations. The insurance value differed from the Assets List. The Assets List valuations were at book cost. The insurance valuation was uplifted annually and did not include items that the Parish Council did not directly insure (such as the Pavilion at St Martins Football Ground – insured by Exminster Recreational Trust).

Action

22/332 To consider quotations for insurance cover from 1 October 2022

Quotations had been sought from Zurich, Came and Company (broker) and BHIB (broker); all companies that specialise in Parish Council insurance.

The Parish Council is in a minority position of receiving large amounts of Community Infrastructure Levy (CIL) funds being held in reserve. A Fidelity Guarantee of £2M is required that will cover all funds held.

BHIB were unable to insure the Parish Council because they can only insure up to £1M.

Came and Company had declined to quote as their quotation would not be competitive because of the Fidelity Guarantee. An estimate was given of a premium exceeding £4,600.

Zurich had quoted £2,227.33.

It was resolved to accept the quotation from Zurich.

HH

PLANNING MATTERS

22/333 Planning Applications

1. 22/01414/HOU, 3 Berry Cottages - Outbuilding/garden room

It was intended that the outbuilding would be used as an office. It would connect to Berrybrook Meadow via a footpath.

It was resolved to support the application and to comment that to meet Exminster's Environment Plan, EN8 Biodiversity Protection and Enhancement, and EN11 Legally Protected and Priority Species, biodiversity enhancement measures to provide ecological enhancement for the property are requested, specifically

- bat friendly lighting around the outbuilding,
- bird nests at suitable sites,
- natural habitats for insects, invertebrates and hedgehogs.

HH

2. 22/01457/LBC, Priests House, Main Road - Works to existing chimney

The works were needed to stop water ingress. Listed Building Consent had approved the materials to be used.

It was resolved to support the application.

HH

3. 22/01519/HOU, 150 Milbury Farm Meadow - Two storey and single storey extension

Action

The extension would provide additional living accommodation and home working provision. It would not impact parking provision or remove a garage. Air source heating would be installed.

It was resolved to support the application, as it showed unusual commitment to reducing the carbon footprint of the household, and to comment that the applicant should be requested to meet Exminster's Environment Plan by providing biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats.

HH

22/334 Planning Decisions

1. 21/00446/AMD1, 42 Milbury Farm Meadow - Non material amendment (reduce to single storey extension) to planning permission 21/00446/HOU for two storey extension and conversion of garage - **APPROVAL OF NON-MATERIAL AMENDMENT**
2. 19/01020/AMD1, Spurfield House, Main Road - Non material amendment (amend part of roof material and install PV solar panels to new build Block A) to planning permission 19/01020/VAR for variation of condition 2 on planning permission 18/00530/FUL (alterations to building and new two storey buildings around a courtyard to form a mental health care facility) to amend design of buildings - **APPROVAL OF NON-MATERIAL AMENDMENT**
3. 22/00145/FUL, Old Matford House, Old Matford Lane – Construction of five detached dwellings and access – **GRANTED**
4. 22/01239/HOU, Redlands, Deepway Gardens – Remodelling and extension to include raising of ridge height and revised roof form and addition of two storey gable features to front and rear - **GRANTED**

OTHER PLANNING MATTERS

22/335 To note any planning matters regarding the Matford development

1. Planning

No update.

2. Community Centre

The Deputy Clerk and Cllr Smith would meet with Sarah Ratnage (DCC) and the programme manager for the community centre build on Tuesday 6 September. Room sizes and layout would be discussed, taking forward the Parish Council's aspirations from the meeting on 15 August. It was hoped that plans would be available within the next few weeks.

ENVIRONMENTAL MATTERS

22/336 To update Council on the Co-bike project

Action

It had been determined that electricity could be supplied from a nearby lighting column and Western Power already had a working relationship with Co-bikes elsewhere.

Siting for the station was being pursued with Teignbridge District Council.

Unfortunately, Co-bikes had been unable to provide costings for a four-bike station yet and the matter could not be progressed further until an understanding of the one-off and continuing costs could be established.

22/337 Councillors' Reports – for information only

1. Cllr Churchward requested approximately £300 from the Environment Working Party budget to fund printing, hospitality and the hire of display boards for the Environment Fair. A formal proposal would be on the agenda on 19 September. A deposit to secure the hire was required and this could be authorised at the meeting on 19 September.
2. Cllr Churchward would attend the DALC AGM on 5 October on behalf of the Parish Council and expressed an interest in taking part in the Devon Carbon Plan Workshop during the conference. This would be funded from the training budget.

HH

HH

22/338 Public Open Session – (Maximum 10 minutes)

No comments.

The meeting closed at 20:17

Date of next meeting: Monday 19 September, 19:30, Victory Hall, Main Road, Exminster

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