

Chairman: Kevin Smith

Action

23/27 Present

Cllr Brian Aird (BA), Cllr Sheila Churchward (SC), Cllr Sarah Ladyman (SL), Cllr Derek Madge (DM), Cllr Lisa May (LM), Cllr Kevin Smith (KS).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Public: 2

23/28 Apologies accepted from

Cllr Charles Nuttall (CN) - illness

Cllr Lorne Smyth (LS) - illness

23/29 Declaration of interest on Agenda Items

None declared.

23/30 Dispensation requests regarding Code of Conduct

None received.

23/31 Public open session (maximum 10 minutes)

Comments:

1. The telegraph pole opposite Exminster Garage had a guide wire that was difficult to see in the dark which could present a safety issue.

The Clerk would contact Western Power to ask whether it should have a sleeve to improve visibility.

JD

2. There had been an increase in pot-holes – possibly due to the weather. DCC Highways were aware of this, and maintenance had been planned for a stretch of the A379 near Kenton.

23/32 To confirm the Draft Minutes of the EPC Meeting held on 3 January 2023 are an accurate record

Resolved.

23/33 Clerk's Report

1. The Environment Working Party (EWP) had considered an email from Peninsula Transport and Western Gateway Sub-national Transport asking

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Councils to contribute to piloting new approaches on the South West Rural Mobility Strategy. It was concluded that the strategy seemed to be principally aimed at rural communities without effective transport links and was not applicable to Exminster.

2. Update on Vehicle Activated Signs (VAS) – The Clerk had contacted Whitstone Parish Council to ask about its recent experience of installing a VAS. PC Hawkins was researching suitable equipment and Cllr Connett was asking for advice on procurement from DCC Highways.
3. Several weekend road closures of Old Matford Lane, during the next four months, had been received. They would be publicised on Facebook at the appropriate times.
4. Exminster Nature Recovery and Greenspaces Volunteers' work programme for 2023 had been circulated.
5. Teignbridge District Council's Town and Parish Council briefing would take place on at 7pm on Thursday 19 January on Zoom. The RFO, Clerk and Chair were unable to attend.
6. An invitation to a planning meeting on Thursday, 26 January at 7.30 pm at the Teign Valley Community Hall, Christow, had been received from Doddiscombesleigh Parish Council. Cllrs Churchward and May would attend on behalf of the Parish Council. LM/SC
7. Cllrs Smith, Churchward and Ladyman attended a Zoom meeting on 13 January with the developers submitting an application on the landfill site at Lower Brenton. Representatives from Shillingford and Kennford Parish Councils were also present. Cllr Smith reported on the meeting that consisted of a presentation and question and answer session. The developers had tried to address the issues raised previously.
8. The Parish Council had been approached by the Deepway Centre Trust regarding ownership of the concrete path around the building. This was being investigated.
9. The Annual Parish Meeting would take place on Monday 13 March. Wine and refreshments would be served. Presentations would be given by the Green Spaces Group and Environment Working Party. The main speaker would be confirmed.
10. February Parish Council meetings would take place in the Victory Hall Annexe.

23/34 To note receipt of the monthly Police report

Noted.

FINANCE MATTERS

23/35 RFO's report

Action**1. Direct Debits during December 2022**

NatWest bankline	£5.20
Utility Warehouse	£305.68
EE	£31.46
NEST	£274.53

2. Refund

An erroneous payment was made to the Parish Council by Sillifant and Sons in the sum of £238.00 on 3 January. The refund would be authorised with the payments for approval.

23/36 Accounts for Approval

HH

It was resolved to approve payments in the sum of £6722.59.

23/37 Draft accounts for December 2022**1. Budget Comparison Report**

Noted.

2. Balance Sheet

Noted.

23/38 To approve the budget for the 23/24 financial year

Four meetings of the Budget Working Party (BWP) had taken place to formulate a recommendation.

The Chairman summarised the detailed budget paper that had been circulated.

The proposed expenditure budget was 14% higher than last year. Staff job re-evaluation had taken place after the budget was agreed last year and this contributed substantially to the increase.

In previous years, the General Administration budget lines had been underspent and the budgets had been reduced this year in line with previous years' actual expenditure.

There was an increase in the amount being transferred to reserves. This was to set aside a sum of money into a Matford fund that was equal to the increase in the housing base this year of 4%.

It was resolved to approve the expenditure budget for the 2023/24 financial year in the sum of £168,487.

HH

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23/39 To approve the precept for the 23/24 financial year

The BWP did not want to raise the band D precept per household due to the cost-of-living crisis.

The total revenue income expected by the Parish Council (excluding precept) was significantly higher than previous years due to an increase in income from investments. This was coupled with the increase in CIL funds being held. It was realised that this situation was due to inflation that was unlikely to continue long-term and consideration of how the CIL investment income would be treated ongoing would take place during the next 12 months.

The BWP acknowledged that some re-purposing of reserves may be necessary to address any shortfall.

The total budget deficit was £152,785 – an increase of 4%.

It was resolved to request £152,785 from Teignbridge District Council for the precept for the 2023/24 financial year.

This would set the precept for a band D household at £86.55 – no increase.

This should be publicised.

HH

23/40 To appoint a Community Enabler/Builder as soon as practicable, based on the Job Description, Person Specification and costs as outlined in the report circulated

A report had been circulated outlining the proposal.

It was assumed that CIL could be used to fund the post. This needed to be confirmed with TDC as NALC had suggested that it may not be appropriate. Meetings with TDC officers would take place to discuss matters relating to CIL (not exclusively this one) during the next two weeks.

Lengthy discussion took place including the following:

- The role had been successfully implemented in Cranbrook. However, there was a difference in scale to the development at Matford, and Cranbrook stood-alone e.g. it had its own Town Council.
- the importance of establishing the role early on in the development
- The hours allocated to the proposed role seemed high. However, was there sufficient workload currently and would an appointment be too early?
- Less hours might be needed in the short term but more later on, and flexibility of working times as well. Could this be achieved better with buying the service instead of employing someone?
- The Clerk and Deputy Clerk did not feel qualified to oversee the role. It was not an officer role and would not involve the day-to-day business of running the Parish Council. It was understood that the role-holder would need to appreciate the background to the development and the nuances

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of the existing community and that would be fulfilled by liaison with the officers.

- There were very few examples of the post elsewhere. Advice had been requested from Councils across the country and only one response had been received. The respondent (a Clerk from a large Town Council in the north of England) was very much in favour of the idea but cautioned against direct employment and suggested looking for a local/regional community development organisation that could provide the service as a paid consultancy.
- Community engagement within Exminster village was difficult and that was an established community.
- Was the intention to create a community at Matford or to bind Matford to Exminster as a community? Would the new residents in Matford want to be an extension of Exminster?
- Could more be done to welcome/advise/support the residents who had already moved in?

At the conclusion of discussion it was agreed:

JD/HH

- That the concept of a Community Builder was needed and welcomed but that further information was required on potential alternative provision, such as outsourcing by subcontracting a specialist or consultant.
- Cranbrook Town Council, Devon Communities Together, TDC (Fergus Pate), and the Town and Country Planning Authority would be contacted to progress the project.
- That more should be done to communicate with the residents who had recently moved into Matford.

The item would be on the next agenda for an update.

PLANNING MATTERS

23/41 Planning Applications

1. 22/02165/HOU, 29 Old Quarry Drive - Two storey side extension

Materials for the extension would be matched with the existing property.

It was resolved to support the application and to comment that

- The contractor should be aware of and understanding of residents accessing their homes in the limited parking area during development.
- To meet Exminster Parish Council's Environment Policy regarding any development within the Parish, it is requested that biodiversity enhancement measures are introduced on the property, ie. bat, bee, bird, hedgehog and insect habitats.

HH

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23/42 Planning Decisions

None.

OTHER PLANNING MATTERS

23/43 To note any planning matters regarding the Matford development

1. Planning –

a. Ridge Top Park

- The car park at the end of Trood Lane was almost complete but would not be advertised as open until the second car park was delivered so that an overabundance of prospective users compared to the number of parking spaces could be mitigated. The second car park (in the Cavanna development was due for completion by autumn 2023). The third car park will be accessed from the Spine Road that is currently in the planning stages.
- The land for Parcel D (Parr's land) had not been acquired to date.
- The inert landfill site was awaiting a planning decision.

b. Electricity Sub Station

Cllrs Churchward and Smith had been working on the response that would be finalised and submitted to Devon County Council this week. It was noted that there were few responses from other statutory consultees to date.

HH

2. Community Centre

A meeting with the architect would take place to discuss queries that had been raised on the latest draft plans. It was possible that this meeting may take place on site for orientation purposes.

Questions were raised as to whether further advice should be sought from Consult QRD due to the new layout and information received about the heating and ventilation of the building that may affect expenditure.

HH

It was noted that the Parish Council had not yet made a decision on ownership and operation of the building. Further advice was awaited on the CIL position before a proposal could be brought to the Parish Council. The timescale for completion of the building had been delayed following an agreement with Homes England to extend the funding period.

23/44 To consider the process for responding to the consultation on the Teignbridge Local Plan 2020 – 2040 for submission by the 13th March

Action

The Chairman outlined the Parish Council's responses to the consultation on the draft plan to date.

The plan proposed changes to Exminster village's settlement boundary so it would take in two of the smaller proposed housing allocation sites at Milbury Barton and Sannerville Chase. The larger sites (land behind Eager way, at Sentrays Farm and to the north and south of Days Pottle Lane) had all been discounted.

Cllrs Churchward and Smith would read the plan and draft a submission to be discussed at the Parish Council meeting on 20 February.

Printed copies would be requested if required.

ENVIRONMENTAL MATTERS

23/45 To consider information received regarding Community Power Allotments

This matter would be discussed at the Environment Working Party meeting on 18 January. An article had been submitted for the February edition of Scene asking for suggested sites for power allotments and also whether there were Community volunteers interested in bringing the project to fruition.

It was clarified that this would not be a Parish Council project and that the article was to inform Parishioners.

23/46 Councillors' Reports – for information only

1. Cllr Churchward explained that she would be recommending that the Co-bikes project should no longer be pursued. This would be an agenda item at the next meeting.
2. Cllr Aird reported that the Victory Hall Trust was taking part in Teignbridge Lottery for Communities, should Councillors wish to support it.

23/47 Public Open Session – (Maximum 10 minutes)

None.

The meeting closed at 21:30

Date of next meeting: Monday 6 February 2023 at 19:30 in the Victory Hall

Signed:.....Kevin Smith..... Date:..6 February 2023.....