

Action

23/203 Election of Chairman and Declaration of Acceptance of Office

It was unanimously resolved to appoint Cllr Smith as Chair.

(nominated by Cllr Churchward and seconded by Cllr Smyth). The declaration was duly signed

23/204 Election of Vice-Chairman and Declaration of Acceptance of Office

It was unanimously resolved to appoint Cllr May as Vice Chair.

(nominated by Cllr Smith and seconded by Cllr Churchward). The declaration was duly signed.

23/205 To confirm completion of the Declaration of Acceptance of Office by all sitting Councillors and introduction of those present

The Clerk confirmed that all those present had signed their declarations and each Councillor introduced themselves.

23/206 Present

Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr Nicola Guagliardo (NG), Cllr Sarah Ladyman (SL), Cllr Lisa May (LM), Cllr Charles Nuttall (CN), Cllr Kevin Smith (KS), Cllr Lorne Smyth (LS), Cllr Adrian Wood (AW).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 2

23/207 Apologies received from

Cllr Gary Wheatley (GW) – work commitment

Teignbridge District Councillor Kevin Lake

23/208 Declaration of interest on Agenda Items

None declared.

23/209 Dispensation requests regarding Code of Conduct

Action

None received.

23/210 Public open session (maximum 10 minutes)

No comments.

23/211 To confirm the Draft Minutes of the EPC Meeting held on 2 May 2023 are an accurate record

Resolved.

23/212 Review of delegation arrangements to committees, sub-committees, employees and other local authorities

The Parish Council has one committee and no sub-committees.

The Complaints Committee has Delegated Authority to make a decision on a formal complaint made about the Parish Council and consider any appeal.

Five Working Parties are in place. Two have Delegated Authority that is reviewed as part of the Terms of Reference annually, in June, or as required.

- Community Resilience Plan Working Party – no Delegated Authority
- Budget Working Party – no Delegated Authority
- Matford Planning Working Party – no Delegated Authority
- Environment Working Party – Delegated Authority allowing Officers to authorise expenditure of up to £500.
- Green Spaces Working Party – Delegated Authority allowing Officers to authorise expenditure of up to £500.

The Parish Council's Financial Regulations give Delegated Authority to the Officers to be used in the following situations, in consultation with the Chair or Vice-Chair on matters relating to the delivery of the Parish Council's business.

- To incur expenditure of up to £5,000 on matters that would put the delivery of Parish Council services at risk (including Health and Safety remedial work).
- To incur expenditure of up to £500 for the implementation of any decision of the Parish Council or its committees where insufficient initial authority was given.

Officers are also authorised

- to spend within budgetary limits on stationery (office supplies), cleaning materials, postage, telephones, training and room hire.
- to spend up to £500 on small maintenance projects (including tree maintenance).

Action

- to authorise up to £500 expenditure for the Green Spaces Working Party.
- to authorise up to £500 expenditure for the Environment Working Party.
- to approve payments, planning matters and any other matters associated with Parish Council business in consultation with the Chair or Vice Chair plus one other Parish Councillor in the event that the twice monthly scheduled public Parish Council meetings cannot take place for reasons outside of its control. Full Council shall be advised of any action taken as soon as practically possible and a list of actions shall be displayed on the Parish Council website and notice board.

There are no delegation arrangements to other Local Authorities.

23/213 To note that the review of Terms of Reference for committees, advisory committees, and working parties were carried out in June 2022 with the exception of the Budget Working Party and Environment Working Party that were carried out in January 2023.

Noted.

23/214 Receipt of nominations to existing committees, advisory committees and working parties

1. Green Spaces Working Group

- a. Council members – It was resolved to appoint Cllr Ladyman.
- b. Community members – It was resolved to appoint Jeremy Pyne, John Tucker, Philip Warner, Rick Blower, Patrick Firth and Barbara Little

2. Community Resilience Working Party

- a. Council members – The Chair and Vice Chair are ex-officio members. No further appointments were made.
- b. Community members – It was resolved to appoint Caroline Aird.

3. Environment Working Party

- a. Council members – It was resolved to appoint Cllrs Churchward, Nuttall and Ladyman.
- b. Community members – It was resolved to appoint David Nappin, Jeremy Pyne, Maxine Commings and Caroline Shezall

4. Matford Planning Working Party

- a. Council members – It was resolved to appoint Cllrs Smith, Churchward and May.

Action

b. Community members – There were no nominations.

5. Budget Working Party

Members to be appointed in September.

23/215 To appoint Lead Councillors to the following positions

1. Planning

It was resolved to appoint Cllr Churchward. An assistant would be sought at a future meeting.

JD

2. Finance

It was resolved to appoint Cllr Smyth.

3. Property and Amenities

It was resolved to appoint Cllr Wheatley.

4. Footpath Warden

It was resolved to appoint Cllr Goodey.

5. Highways

It was resolved to appoint Cllr Nuttall.

6. Data Protection

It was resolved to appoint Cllr Smith.

7. Green Spaces Working Group

It was resolved to appoint Cllr Ladyman.

8. Environment Working Party

It was resolved to appoint Cllr Ladyman.

9. Community Resilience Working Party

It was resolved to appoint Cllr Smith.

23/216 To appoint two Internal Controllers

It was resolved to appoint Cllrs Goodey and Nuttall.

23/217 To review

1. Exminster Parish Council Standing Orders

Reviewed in June 2022. Next due for review in June 2023.

2. Financial Regulations

Action

Reviewed in August 2022. Next due for review in August 2023.

3. Bank Signatories

- a. Nat West – Kevin Smith, Lorne Smyth. It was resolved to appoint Cllr Wood.
- b. Lloyds – Kevin Smith. It was resolved to appoint Cllrs Smyth and Wood.
- c. Unity Trust – Kevin Smith. It was resolved to appoint Cllrs Smyth and Wood.
- d. CCLA – Kevin Smith. It was resolved to appoint Cllrs Smyth and Wood.

HH

23/218 Review of representation on or work with external bodies and arrangements for reporting back.

1. Deepway Centre Trust (1 Trustee)

It was resolved to appoint Cllr Smith.

2. Victory Hall Trust (3 Trustees)

It was resolved to appoint Cllrs Smith, Churchward and Guagliardo.

3. Feoffees Parish Council representatives

Ex-Parish Councillors Derek Madge, Rosemary Sanders and Carole Smith had agreed to continue in the role.

23/219 Review of inventory of land and assets including buildings and office equipment.

The inventory is reviewed twice annually in August (prior to insurance renewal) and February (prior to year-end).

The Assets List and valuation is published on the Parish Council website.

23/220 Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Parish Council is insured by Zurich until 1 October 2023.

23/221 Review of the Council's and/or employees' memberships of other bodies

The Parish Council has the following subscriptions:

- Campaign to Protect Rural England
- Devon Association of Local Councils

Action

- Devon Communities Together
- National Allotment Society
- Institute of Cemetery and Crematorium Management
- Society of Local Council Clerks

23/222 Review the Council's complaints procedure

The procedure was reviewed in May 2022 and is due for review again in May 2024.

23/223 Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

The procedure was reviewed in September 2021 and is due for review again in December 2024.

The Privacy Notice explaining how data is held, processed and protected is available on the Parish Council website and was updated in April 2022.

23/224 Review the Council's policy for dealing with the press/media

The policy was reviewed in January 2021 and is due for review again in June 2023.

23/225 Review of the Councils employment policies and procedures

All employment policies and procedures were reviewed in February 2022 and are due for review again in February 2024.

23/226 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

In the 2022/23 Financial Year the s137 expenditure was £1386.91. For the 2023/24 Financial Year, the s137 expenditure limit is £9.93 per elector.

23/227 Determining the dates, times and place of ordinary meetings of the full Council for the year ahead

Full Parish Council meetings take place on the first and third Mondays of the month, excluding Bank Holidays, when the meeting normally takes place on the Tuesday. There is usually only one meeting in December on the first Monday.

Councillors were reminded of the Google Calendar that holds the dates of all Council meetings and other meetings attended by Councillors.

HH

23/228 Confirmation of Direct Debit Payments

Action

- Devon Communities Together
- Royal Mail
- EE Ltd
- Nat West Bankline
- NEST Corporation
- Utility Warehouse
- Information Commissioner
- Communicate Better

23/229 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett was not present.

23/230 District Councillors Reports on items other than those on the agenda

1. Teignbridge District Councillor Charles Nuttall reported:

- a. The final draft of the Local Plan was nearing completion and was due to for submission to the Planning Inspectorate in October for public examination.
- b. Cllr Nuttall had been appointed to the Teignbridge District Council (TDC) Executive and was portfolio holder for Waste Management, Environmental Health and Licensing.

2. The Clerk read out an extract from an email from Cllr Kevin Lake:

"I would like to thank all those residents in Exminster who again have put their trust in me to represent them and will look into any issues raised.

I look forward to the first meeting in June where I hope to report back on some issues raised to me by the public on the doorstep during campaigning."

23/231 Chairman's Report

1. Cllrs Kevin Lake, Charles Nuttall and John Parrott were congratulated on their appointments as Teignbridge District Councillors.
2. Retired Councillor Brian Aird was thanked for his service to the Parish Council.
3. The Chair and officers would record a Zoom briefing at 7pm on 12 June to explain the background to live Parish Council matters for the benefit of new Councillors.

23/232 Clerk's Report

Action

1. The litter bin in the layby on Reddaway Drive had been vandalised. TDC had been informed.
2. Fly tipping had been reported at the top of Deepway Lane.
3. A resident in Crockwells Road had thanked the Parish Council contractor for clearing brambles adjacent to a bordering fence.
4. The Connect Group had asked whether the Parish Council cupboard could be used to store the Eco Refillable products on a wheeled unit to make the service more accessible to residents. On viewing the room, it was thought unlikely to be feasible.
5. The grounds contractor had been approached by a member of the public while working on Reddaway Drive. The encounter had upset the contractor. As contractors were working at the instruction of the Parish Council, the Clerk should be the first point of contact for queries or comments. This had been reported on Facebook and would be mentioned in the Scene article.
6. An email had been received from a member of the public concerned about cutting of grass verges. It had been explained that Devon County Council (DCC) were responsible for the verges.
7. An email had been received from a member of the public concerned about the weeds on the pavement and gutters in Sentry's Orchard. It was explained that this was the responsibility of TDC.

23/233 To consider a proposal to nominate Councillor Sarah Ladyman as a Parish Road Warden

The role was described as similar to that of a Parish Lengthsman. Work was undertaken on behalf of DCC and covered by their insurance.

Cllr Ladyman already had some appropriate training and qualifications.

It was resolved to nominate Cllr Ladyman to DCC and complete the appropriate forms.

JD/SL

23/234 To update Council regarding the research into the use of pesticides in the village

The grounds contractor had stopped weed spraying following concerns raised at the last meeting about appropriate registration for using chemicals.

The Clerk had confirmed with DEFRA that a new process had been introduced that required Councils to complete a form advising that pesticides were being used in the Parish. This was a one-off registration.

The Clerk had asked TDC about weed management. They were still spraying weeds on hard surfaces. A log was made on every occasion an area was treated. Further clarity on the record keeping process would be sought.

Cllr Ladyman explained that there was no historical evidence of areas that had been weed sprayed, although it was noted that there were very few areas

Action

outside of Deepway Green. Photographs of all locations had been taken for monitoring purposes.

Alternative methods for weed removal were briefly discussed.

It was agreed that a proposal to stop weed spraying for a six-month trial period was on the agenda for the meeting on 5 June with the resolution publicised and explained on Facebook and in Scene.

JD/SL

23/235 To update Council on discussions regarding the proposed Community Development Worker role for the Parish

Council had previously agreed that the role was needed but mechanism of delivery needed refining.

Two meetings had taken place with Exeter Community Initiatives (ECI) who worked in partnership with Exeter City Council and also at Cranbrook. It was hoped that a bespoke project, tailored to Exminster's requirements could be put together to form a proposal to Council with the intention to have someone in post in Autumn. The post/project would be funded by Community Infrastructure Levy. Cllrs May and Churchward would have a meeting with ECI on Monday 5 June and briefly update Council at the Parish Council meeting that evening. It was noted that in September, there was the possibility that there would be a room at Matford Brook Academy where the role could be based.

FINANCE MATTERS

23/236 RFO's report

1. Direct Debits during April 2023

	£
NatWest Bankline	6.00
Utility Warehouse	352.50
EE	35.98
NEST	178.80

2. Internal Audit

The Internal Audit had concluded and the report would be on the agenda for the meeting on 5 June.

HH

3. LED lighting for Deepway Green Sports Facilities

A quotation had been received but further research on capital outlay versus cost savings needed to be done.

23/237 Payments for Approval

It was resolved to approve payments in the sum of £5,634.63

HH

Action

23/238 Draft Accounts for April 2023

1. Budget Comparison Report

Noted.

2. Balance Sheet

Noted.

PROPERTY MATTERS

23/239 To agree a payment of £524 plus VAT for works completed to the interior of the public toilet

Resolved.

23/240 To agree a payment of £1128.30 plus VAT for supplementary works completed whilst installing new external doors to the Victory Hall and public toilet

Resolved.

Carole Smith, Victory Hall Trustee, was thanked for her work organising the contractor.

23/241 To agree a payment of £640 plus VAT for emergency repairs to the Victory Hall wooden floor

Resolved.

PLANNING MATTERS

23/242 Planning Applications

1. 23/00657/HOU | Replacement garage and adjoining outbuilding | 104 Milbury Farm Meadow Exminster Devon EX6 8FG

The replacement garage would be slightly larger to accommodate a car. There would be no loss of off-road parking.

It was resolved to support the application and to comment that 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

23/243 Planning Decisions

Action

1. **23/00572/HOU – 14 Milbury Lane, Exminster – Replacement detached garage - GRANTED**

23/244 To note any planning matters regarding the Matford development

1. **Planning**

The planning application for the Electricity Sub-station was being re-submitted to TDC. There was no change to the proposals although some reports had been updated to take into account additional information provided as part of the previous application.

2. **Community centre**

The planning application was due for submission in mid-May.

The Parish Council (and GP Surgery) had been asked to write a travel plan to accompany the application, but this was now to become a planning condition instead.

Questions about the status of a bus service for Matford were raised.

23/245 Councillors' Reports – for information only

1. Cllr Ladyman mentioned that there was overgrown vegetation encroaching on the pavement near the bus stop on Reddaway Drive. The Clerk explained that this had been brought to the attention of DCC and would follow the matter up.
2. Cllr Churchward reported on the Environment Working Party meeting. The visit to the incinerator had proved popular. The transport/travel sub-team had raised questions regarding the delays to highways/cycle-path work. The focus and Terms of Reference for the group were being revisited.

JD

23/246 Public Open Session

No comments.

The meeting closed at 21:00

Date of next meeting: Monday 5 June 2023 19:30 in the Victory Hall

Signed:...Lisa May..... Date:...5 June 2023.....