

Chair: Kevin Smith

23/273 Present

Action

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 Gary Wheatley (GW), Cllr Adrian Wood (AW).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 4

23/274 Apologies received from

None offered.

23/275 Declaration of interest on Agenda Items

None declared.

23/276 Dispensation requests regarding Code of Conduct

None requested.

23/277 Public open session (maximum 10 minutes)

No comments.

23/278 To confirm the Draft Minutes of the EPC Meeting held on the 5 June 2023 are an accurate record

Resolved.

Cllr Ladyman abstained from voting.

23/279 Clerk's Report

1. Exminster Parish Allotment Society's AGM notes and statement of accounts for year ending 31 December 2022 had been received and circulated to all Councillors.
2. TDC had advised that they had not found a problem with littering near the bus stop at the entrance to Milbury Reach during their monitoring period and therefore would not support moving the litter bin from underneath the Motorway bridge. The bin under the Motorway bridge was also being monitored but there was a possibility, if it was not

- sufficiently used, that the bin could be removed from TDC's emptying schedule.
3. An enquiry had been received from a resident regarding the ownership of land in front of their house. The Chair had offered suggestions.
 4. Councillors had attended an induction brief by the Chair on 12 June, outlining the main topics currently being dealt with by the Parish Council. Slides from the presentation had been circulated. The link to the video of the presentation would be circulated. HH
 5. A resident had emailed to express disappointment that the Petanque area could not be sprayed to remove weeds.
 6. A resident had complained about dog fouling on Deepway Green and around the Petanque area and suggested that more "no dogs" signs were erected. The Clerk would contact the dog warden. Questions were raised about whether it was definitely dog fouling (and not another animal).
 7. An email had been received from a resident who was unhappy that the grass had not been cut on Reddaway Drive.
 8. The roofer who was due to undertake repairs to the Victory Hall Roof was no longer able to carry out the work. Three quotes were obtained at the time. It was agreed to ask the contractor who gave the closest quotation to re-quote for the work as time had elapsed. The expenditure would be authorised at a future meeting. JD
 9. Complaints about the length of the grass at the Gissons Play area had been taken up with TDC.
 10. DCC had outlined their suggestions for signposting the cycle path at Milbury Reach following a site meeting with Cllr Churchward. It was hoped that this could be implemented by the end of the summer.
 11. A resident had complained about cyclists on the path through Crockwells Meadow and requested that, if it was not a mixed-use path, signage prohibiting cycling was erected. As the path was not a public footpath it was not subject to PROW legislation. The Clerk would investigate further. It was noted that this issue had never been raised before.

23/280 To note receipt of the monthly Police report

Standing Orders were suspended to allow PC Hawkins to speak from the Public Gallery.

A force-wide Anti-Social Behaviour awareness week was taking place in July. Other authorities were also involved (environment and housing officers etc). Speed enforcement would also take place.

PC Hawkins was planning another community surgery in the Coffee Shop in the near future.

Standing Orders were re-instated.

23/281 To note the Councils Standing Orders have been reviewed against the National Association of Local Councils (NALC) Model 2018 and no amendments are required

Noted.

FINANCE MATTERS**23/282 RFO's report****1. Direct Debits during May 2023**

	£
NatWest Bankline	6.00
Utility Warehouse	374.32
EE	38.10
NEST	192.01

2. Website Compliance

The quarterly accessibility compliance scan had been undertaken by Aubergine and no errors or alerts had been reported.

3. Deepway Floodlights

An analysis of the installation of LED lamps based on the quotation supplied by EX2 electrical indicated that it would take over 6 years to recoup the outlay and start realising savings. To add to that, there is an unknown lifespan remaining on the existing lamps. It is recommended that the replacement of all the lamps is reconsidered on the failure of the first.

The Chair asked whether incentivising grants were available to replace the lamps.

JD/HH

4. Community Infrastructure Levy (CIL) advice

Clarification had been sought that CIL could be used to fund *repairs* to infrastructure that pre-existed the CIL legislation.

23/283 Accounts for Approval

It was resolved to approve payments in the sum of £14,396.21

HH

23/284 Draft accounts for May 2023**1. Budget Comparison Report**

Noted.

2. Balance Sheet

Noted.

23/285 To approve the Annual Governance Statement for the 2022/23 Financial Year (AGAR Section 1)

The AGAR Statement had been circulated.

The Internal Auditor's report had been received and noted at the Parish Council meeting on 5 June 2023 [23/262].

All statements were answered "yes" with the exception of statement 9 that was not applicable.

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

HH

23/286 To approve the Statement of Accounts for the 2022/23 Financial Year (AGAR Section 2)

Year-end accounts and associated reports were originally circulated prior to sending to the Internal Auditor (ref: 23/196 02/05/2023) and circulated again 2 weeks prior to this meeting alongside AGAR Section 2.

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

The AGAR would be sent to the External Auditor immediately.

The Notice of Public Rights to inspect the accounts would commence on Monday 3 July 2023 and end on Friday 11 August 2023.

HH

23/287 To approve the minor amendment to the Councils Business Continuity Plan

Resolved.

23/288 To approve the amendments to the Councils Risk Assessment

Resolved with the circulated amendments.

23/289 It is proposed by Councillor Goodey and seconded by Councillor Wood that the Parish Council agree the setting up of the Exminster Neighbourhood Development Plan (ENDP) 2020-2040 Working Party in accordance with the Terms of Reference attached and with the background briefing supplied

Resolved unanimously.

Cllr Goodey outlined the need for a review of the ENDP that was formally made in March 2015. He had experience of working on several Neighbourhood Plans locally.

Cllr Wood gave the background briefing, elaborating on the circulated paper.

In the 8 years since the plan was adopted, the Parish had changed considerably. It was a legal document that had to be taken into consideration

alongside TDC's Local Plan and needed to be in accordance with, but could enhance, the policies within it. Because of the scale of the changes, the plan would need to be re-written and subject to examination and referendum again.

Discussion took place regarding:

- The process to be followed, how the growing population at Matford would be taken account of when consulting and how climate change and environmental matters could be incorporated.
- The exclusion of community members within the Terms of Reference – it was explained that community expertise could be brought on board when identified and there was a range of expertise within the Parish Council.

It was suggested that meetings took place on the fourth Monday of the month. The Clerk would poll to see if this was viable for the inaugural meeting. Cllr Wood agreed to produce an agenda for the first meeting.

JD/AW

23/290 To update Council on a meeting held on the 5 June with Exeter Community Initiatives regarding provision of a Community Enabler in the Parish

Cllr May explained that a response from Exeter Community Initiatives was awaited following the submission of information from the Parish Council last week.

It was envisaged that a proposal would be on the agenda of the first meeting in August.

JD

PROPERTY & AMENITIES MATTERS

Cllr Nuttall left the meeting at 20:50

23/291 To consider a request from a resident to weed the pétanque area in Deepway Green as per minute 23/234

The Chair declared that he played Petanque.

Cllr Ladyman asked to see the email that the Clerk had sent in response to the resident.

It was agreed to respond to the resident re-iterating the resolution made at the last Council meeting which was to stop all use of pesticides on Council land, a review of this to take place in November 2023 and explaining that Cllr Ladyman was actively looking for alternative methods in the short-term. Cllr Ladyman offered to meet the resident.

A long-term solution may be to refurbish the court (with a new membrane). The Clerk was asked to investigate options. It was thought that the project would be eligible for CIL funding.

SL/JD

23/292 To inform Council of ongoing enquiries made to Devon County Highways regarding the grass cutting programme in Exminster

Cllr Ladyman explained that she had had communication with DCC regarding the verges in Exminster prior to joining the Council and wanted to continue exploring the feasibility of the Parish Council taking on responsibility for the verge maintenance (receiving funding from DCC).

Council agreed to the continuation of the enquiries.

JD/SL

It was noted that the Road Warden scheme application was ongoing.

23/293 To consider a request to site an inflatable obstacle course on Deepway Green as part of the Primary school's year 6 leavers party

Resolved.

JD

23/294 To consider a request from the New School, Exminster to site a vinyl advert on the side of the bus shelter on the Main Rd, at the entrance to Hospital Drive

Resolution not carried.

JD

Council preferred to maintain the visibility from the bus shelter which would be blocked by the signage.

PLANNING MATTERS

23/295 Planning Applications

1. 23/00161/FUL, 16 Dawlish Road, Exeter - Detached garage with an upstairs room, retaining walls to rear and side of garage, and levelling and steps to front of dwelling

Similar development had taken place on an adjacent property.

It was resolved to support the application and request that:

- the building will not be occupied at any time other than for purposes ancillary to the residential use of the host dwelling, 16 Dawlish Road, and shall not be used, let, leased or otherwise disposed of for any other purpose including as a separate unit of accommodation.
- the applicant meets Exminster Parish's Environment Policy, whereby biodiversity enhancement measures are introduced on the property, including bat, bee, bird, hedgehog, insect and other wildlife habitats.

HH

23/296 Planning Decisions

1. **23/00544/HOU, 14 Milbury Lane, Refurbishment of dormer, ground floor extensions to side and porch and associated works - Granted**

23/297 To note any planning matters regarding the Matford development

1. **Planning**

An invitation had been extended by Fergus Pate (TDC) and Sarah Ratnage (DCC) to meet with Parish Councillors to discuss the joint funding of a bus service for Matford.

Members of the Matford Working Party, Cllrs Churchward, Smith and May expressed an interest in attending.

HH

2. **Community Centre**

The Matford Working Party had met to discuss the planning application for the Community Centre and GP Surgery and were in the process of agreeing a recommendation for a response by the Parish Council.

ENVIRONMENTAL MATTERS

23/298 To agree responses to the Climate Adaptation Strategy Consultation

Resolved.

Cllr Churchward explained the purpose of the 5-year action plan and gave examples of actions that residents could be encouraged to take. It was mainly based on water conservation.

Cllr Churchward would submit the answers that had been drafted and circulated on behalf of the Parish Council.

SC

23/299 To consider a proposal from the Environment Working Party to agree the recommended changes to the Grass Management Plan

Deferred.

JD

23/300 Councillors' Reports – for information only

1. Cllr Ladyman had attended the Devon Local Nature Partnership conference.
2. Cllr Churchward reported that the Environment Working Party continued discussing the community action group and would ask the Parish Council for a refocus of the EWP in July.
3. Cllr May reported that she had found an area marked as a community notice board on the hoardings around the school building site at Matford.
4. Cllr Guagliardo sought clarification on the signage for the New School (23/294).
5. Cllr Goodey reported that he had checked on the gate on footpath 5 and found it not to be locked. There had been reports on Facebook of people being chased by cows on the footpaths across the Marshes. Councillors

were invited to join Cllr Goodey who would be walking footpaths in the area on Thursday 22 June at 11:00.

6. Cllr Wood reported that he had responded to the Government's consultation on the technical aspects of the proposed Infrastructure Levy, planned to reform developer contributions. He would arrange a briefing if required on the extensive documentation.

23/301 Public Open Session – (Maximum 10 minutes)

No comments.

The meeting closed at 21:32

Date of next meeting: Monday 3 July 2023 at 19:30 in the Victory Hall

Signed:...Kevin Smith..... Date:...3 July 2023.....

	Budget	May-23	YTD	% Budget	Notes for May
11 Precept	152785		76393	50%	
21 Interest on NatWest	12000	2428	3973	33%	
23 Interest on Unity Trust	408				
28 Dividend on CCLA Milbury Reach Funds	728	253	520	71%	
29 Dividend on CCLA General Fund	393	136	280	71%	
31 Leases, Wayleaves, Cemetery and	2173	70	269	12%	
32 Refunds					
33 Miscellaneous					
35 Grant Income					
42 Footpaths					
50 Community Infrastructure Levy	954298		343208	36%	
Total Income	1122785	2887	424641	38%	
1001 Bowling Green	1721	109	214	12%	
1002 Crockwells Meadow	5671	2523	2523	44%	Annual dog bin emptying invoice received.
1003 Deepway Green General Maintenance	7742	790	1613	21%	
1004 Dryfield	1473	186	276	19%	
1006 Public Toilet	1193	240	240	20%	
1007 Spurfield	3237	1574	1694	52%	Annual dog bin emptying invoice received.
1008 Townfield	1442	93	183	13%	
1009 VH Flower Beds	111		161	145%	
1010 VH Surrounds	434	62	294	68%	
1011 Non EPC Owned Amenities	1116		270	24%	
1012 Existing Asset Maintenance	12604	4938	4938	39%	Repairs to toilet, floors and doors at the VH. CIL expenditure
1013 Primrose Bank and Planter	186				
1014 Hospital Drive	2976	124	940	32%	
1015 Minster Park Surrounds	1113				
1016 Tree Contract (Annual survey report)	885				
1017 Green Spaces Group	500	24	24	5%	
1018 Environmental Initiatives	500				
4001 Cemetery	2378	155	305	13%	
4007 Wilderness	600	62	62	10%	
Total Amenities	45882	10880	13736	30%	
3001 Parish Clerk	21598	1659	3318	15%	
3002 Deputy Clerk/RFO/Communications	28899	2519	4817	17%	
3003 Caretaker/Litter Picker	6600	448	1008	15%	
3005 Locum Clerk/RFO/Other Staff	7000				
Total Staff	64097	3535	7026	11%	
4002 Footpaths		93	93		
4013 General Asset Maintenance Sinking Fund	28000				

	Budget	May-23	YTD	% Budget	Notes for May
4020 Community Infrastructure Levy Projects		300	300		
4022 Village Infrastructure (C Plan) projects					
4023 Green Spaces Group Donations					
Total Ringfenced	28000	393	393	1%	
5001 Community Small Grants	2500				
Total Non s137 Grants	2500				
6001 Audit Fees	1900	600	600	32%	Internal Audit completed
6002 Legal and Professional Fees	5250	172	172	3%	
6003 Chairman's Expenses	488				
6004 Room Hire	1492				
6005 Insurances	3000				
6006 Bank Charges inc Bankline	101	6	12	12%	
6007 Members' Expenses & Training	1500				
6008 Staff Expenses & Training	1000	51	70	7%	
6009 General Subscriptions	1483		886	60%	
6010 Postage & Telephones	945	32	62	7%	
6012 Office Supplies/Maintenance	1000				
6014 Payroll running costs	252	60	60	24%	
6015 Software Subscriptions	2168	12	62	3%	
6018 Publications	1000				
Total General Administration	21579	933	1924	9%	
Total Expenditure	162058	15740	23079	14%	

31/03/2023		31/05/2023
	Precept	
£	Current Assets	£
1,761	VAT Recoverable	660
	Debtors	1
3,125	Payments in Advance	1,918
2,275,674	Cash in Hand and at Bank	2,684,804
2,280,560	Total Current Assets	2,687,383
2,280,560	Total Assets	2,687,383
	Current Liabilities	
3,145	Creditors	9,614
	Receipts in Advance	
3,145	Total Current Liabilities	9,614
2,277,415	Total Assets Less Current Liabilities	2,677,769
	Represented by	
85,572	General Fund	143,019
1,747,108	Community Infrastructure Levy	2,090,015
208,242	Infrastructure Fund	208,242
310	Footpaths	310
	Milbury Reach S106	
169,307	Assets Sinking Fund	169,307
56,000	Grounds Maintenance Contingency	56,000
436	Green Spaces Group Donations	436
	Devon Air Ambulance Grant	
10,441	Community Café Support	10,441
2,277,415	Total Reserves	2,677,769

31/03/2023		31/05/2023
	Precept	
£		£
	Income	
935,125	Community Infrastructure Levy	343,208
600	Footpaths Grant	-
	Grant Income	
11,471	Income from Investments	4,772
14,890	Other Income	268
146,354	Precept	76,393
1,108,440	Income Total	424,640
	Expenditure	
41,231	Amenities	14,173
300	Community Grants (not s137)	-
6,280	Community Infrastructure Levy	300
1,561	Community Plan Projects	-
448	Footpaths	93
14,561	General Administration	2,694
6,237	Ring Fenced Payments	-
1,387	S137 Payments	-
50,717	Staff Costs	7,026
122,722	Expenditure Total	24,286
60,892	General Fund Balance at Year Start	85,572
1,108,440	Add Total Income	424,640
122,722	Deduct Total Expenditure	24,286
- 961,038	Transfer to/from reserves	- 342,908
85,572	General Fund Balance at Period End	143,018