

Chair: Kevin Smith

Action

23/421 Present

Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr Sarah Ladyman (SL), Cllr Lisa May (LM), Cllr Charles Nuttall (CN), Cllr Kevin Smith (KS), 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: 1

23/422 Apologies received from

Cllr Lorne Smyth (LS) – personal reasons

Cllr Nicola Guagliardo (NG) – personal reasons

Devon County Councillor Alan Connett (AC)

23/423 Declaration of interest on Agenda Items

None declared.

23/424 Dispensation requests regarding Code of Conduct

None received.

23/425 Public open session (maximum 10 minutes)

No comments.

23/426 To confirm the Draft Minutes of the EPC Meeting held on 4 September 2023 are an accurate record

Resolved.

23/427 Clerk's Report

1. Draft notes of the Environment Working Party meeting on 1 September 2023 had been circulated.
2. Three Green Spaces Group members had completed a First Aid course. It was asked whether another defibrillator awareness course should be organised by the Parish Council. The Clerk would investigate arrangements.

JD

Action

3. Cllr Connett would be informed that no further suggestions had come forward for parking restrictions.

JD

Communications from residents:

4. A resident reported witnessing an incident with a pupil crossing the road in Reddaway Drive exiting the school bus and then being hit by an overtaking vehicle. Emergency services were called. Cllr Connett had asked whether there would be a reinforcement of road safety instructions to pupils at Dawlish school.
5. A resident had complained about increasing noise from cars and scooters being driven at high speed in the village at night and congregating in some areas. The Police had been informed and would increase patrols. The importance of logging all occurrences on the police non-emergency web site had been mentioned by PC Hawkins.
6. Residents had reported blocked drains in Crockwells Road. Devon County Council (DCC) Highways had been informed.
7. A report had been received that the new surface on Piggy Lane had been eroded by the severe rain and part of the bank also seemed to be falling. Public Rights of Way (PROW) and the contractor who carried out the work had been contacted.
8. A resident had enquired when the bramble hedge at the Bowling Green would be cut.
9. A resident had contacted the Parish Council about pesticides. Due to the technical nature of the correspondence, it had been printed out and circulated. It was suggested, by Council, that expert advice was sought about alternatives from other Local Councils and the Pesticide Action Network. It was noted that Exeter City Council, Plymouth City Council and East Devon District Council had recently gone pesticide free. The Clerk would also raise a question with other local Clerks at the Society of Local Council Clerks (SLCC) local branch meeting.

JD

23/428 To note receipt of the monthly Police report

Noted.

23/429 To discuss matters relating to the future ownership of the Matford Community Centre building and surrounding land

A compilation of questions raised had been circulated by the Deputy Clerk.

Action

Cllr Wood noted that he was shocked by the scale of the deficits when the figures were presented at the briefing last week and had spent extensive time analysing them since.

He had found that due to the timing of the report, the QRD figures did not consider the revised capital cost of the Community Building supplied by DCC in February 2023. These had been included in an updated report (circulated at the meeting) that showed the deficit growing from £77k for the first full year of operation, reaching £87k for the fourth year.

A key assumption for QRD's forecasts was that all 2,000 new homes were built before the start of Year 1. This would not be the case as it was the intention of DCC to hand over the Community Building in March 2025. The build out figures in the Emerging Teignbridge District Council (TDC) Local Plan, forecast that only 542 new homes would be complete by March 2025 with the impact of larger and longer lasting deficits.

Further issues impacting the forecast was the income line being restrained by market forces and costs increasing at a faster rate. Therefore, QRD's figures needed to be adjusted for the interim period between 2025/26 and 2032/33 (the forecast completion date).

The principle of a community building incurring the level of deficits forecast was concerning. It was acknowledged that community buildings struggled to breakeven, but, as many were run by charities, they tended not to be lossmaking. It was agreed that Cllr Wood and the Deputy Clerk would research three local community buildings, the Younghayes Centre (run by Cranbrook Town Council), the Newcourt Centre and the Kenn Centre to identify the difference between their models and that proposed for Matford.

HH/AW

It was discussed that the building would initially rely on users travelling to access it as there would not be sufficient occupied houses to make up the user base needed when it first opens, so most users would probably be travelling from outside of the area, meaning that the requirement for adequate parking would be very important at the outset for income generation. This was raised as an issue at planning and it was noted that there was the option for the Parish Council to purchase the adjacent land. However, it would still need planning permission granted to become a car park. QRD would confirm the minimum number of parking spaces to satisfy the needs of the building. Inadequate parking could jeopardise income.

HH

It was agreed to commission QRD to carry out further revision of the model with a projection from opening to completion of housing delivery at a total cost of £875 plus VAT. Financial authority for this was given in May 2022 (reference 22/220) in a budget figure for financial modelling.

Further comments on the figures:

Action

- There were concerns over the cost of annual repairs and maintenance. It was noted that this was calculated from the build cost that was high due to the topography of the land.
- It was unclear whether the figures took into account the use of solar panels.
- Should batteries be installed to harvest the solar power?
- It was likely that the Parish Council would require a project manager during the construction phase if it agreed to ownership. Costs for this should be taken into account.
- There was no income/expenditure shown for the common areas (car park, lighting, planting etc).

KS

Cllr Smith was disappointed in the response regarding the cladding maintenance and would send follow-up questions to DCC.

The report from QRD was not likely to be available until Tuesday 26 September. Any information gained in the meantime would be circulated to all Councillors when received.

Cllr Wood was thanked for this work.

Cllr Wood asked if the Matford Working Party would be putting a recommendation forward. Members of the MWP stated they felt any proposal on this important decision should come from the full Council.

KS/AW/HH

The decision on the future ownership of the Community Centre would be on the agenda for 2 October, the proposal would be agreed by Cllrs Smith and Wood and the RFO.

23/430 To consider the attached report relating to s106 contributions originally expected in 2016 and projected today based on 2,000 new homes in Matford – Cllr Wood

Cllr Wood had prepared a report on the s106 contributions that was circulated with the agenda. Prior to this, the Deputy Clerk had checked with TDC the position of the capped figure in the s106 agreement with Bovis/Vistry for the Community Building. It was confirmed that the capped figure was not subject to indexation.

The draft calculation showed a total of £4.6 million. The calculation was sent to TDC to check that the principles applied were correct and the figure was approximately accurate. TDC then responded that the capped figure was subject to indexation. If that is the case, then the amount due would be slightly over £5 million at July 2023.

Cllr Wood did not propose to do any further work on this matter at this time.

23/431 Devon County Council and the Parish

Action

Cllr Wood explained that this agenda item had been raised jointly with Cllrs Goodey and Wheatley and was to forewarn the council of action that they proposed taking.

At various times over the past months, concerns had been raised about the way that DCC had treated the Parish. The planning applications for the Electricity sub-station on Matford Home Farm, the landfill site at Lower Brenton Farm, the Community Building and GPs Surgery in Matford, and the bus service for Matford were the key issues.

On Tuesday 19 September, Cllrs Goodey, Wheatley and Wood (as Parish Councillors, and not on behalf of the Parish Council) would send a letter to Donna Manson and John Hart, respectively the CEO and Leader of DCC.

The Parish Council and Cllr Connett would be copied in. The letter would be marked private and confidential and Councillors were asked to respect the confidentiality.

23/432 To consider changing the start time of the Parish Council meetings from 7.30pm to 7.00pm – Cllr Nuttall

Resolved.

JD/HH

PROPERTY & AMENITIES MATTERS

23/433 To receive the annual tree survey and consider the recommendations made

Cllr Wood apologised for not declaring an interest at minute 432 above, but did so now as the contractor managed trees on his property and would not either speak or vote on the item.

Cllr Ladyman questioned some aspects of the report and suggested that a second opinion was sought. It was agreed that the recommendations would not be enacted at this time.

It was agreed that East Devon Tree Care and Advanced Arboriculture would be contacted to request a cost for surveying the 59 trees owned by the Parish Council.

JD

23/434 To receive the report from Ruddlesden Geotechnical on the banks of St Martins football club

The report had been circulated.

Management of the vegetation on the bank (pruning) was recommended.

Council agreed that the existing arrangement of professional biennial reports was adequate and should be continued.

FINANCE MATTERS

23/435 RFO's report

Action

1. Direct Debits during August 2023

	£
NatWest Bankline	3.60
Utility Warehouse	234.06
EE	36.68
NEST	178.80

2. Confirmation had been received that Natwest was processing the addition of Cllr Wood as a signatory.
3. The website quarterly compliance report had been received and there were no matters requiring attention.

23/436 Accounts for Approval

It was resolved to approve payments in the sum of £9257.95.

HH

23/437 Draft accounts for August 2023**1. Budget Comparison Report**

Noted.

2. Balance Sheet

Noted.

PLANNING MATTERS**23/438 Planning Decisions**

1. **DCC/4355/2023, Erection of a community centre and General Practice Surgery and associated infrastructure provision for vehicle parking, cycle storage, EV charging bays, pedestrian and cycle routes and landscaped spaces. at Land to the east of the A379, south of Ellacott Road and adjacent to the new Matford Brook Academy, EX2 0AQ – GRANTED**
2. **23/01370/TPO, Greenacre Trood Lane - Large Eucalytus Tree - 5m canopy reduction - GRANTED**

23/439 To note any planning matters regarding the Matford development**1. Planning**

No matters to report.

2. Community Centre

No matters to report.

23/440 Councillors' Reports – for information only

Action

1. Cllr Churchward reported that the Parish Council had not been included on the list for a housing consultation that would shortly close. The Clerk would enquire why this had occurred.

JD

23/441 Public Open Session

No comments.

23/442 It is proposed that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act of 1960, the Press and Public will be excluded from items 23/443 (part II) having due regard to the confidential nature of the business to be transacted.

Resolved.

PART II

23/443 Ground maintenance contract

Refer to part II minutes.

The meeting closed at 21:20

Date of next meeting: Monday 2 October 2023 at 19:00 in the Victory Hall

Signed:...Kevin Smith..... Date:...2 October 2023.....

	Type	Budget	Aug-23	YTD	% Budget	Notes for August
11	Precept	a	152785		76393	50%
21	Interest on NatWest	a	12000	3276	12967	108%
23	Interest on Unity Trust	a	408		488	120%
28	Dividend on CCLA Milbury Reach Funds	a	728	331	1461	201%
29	Dividend on CCLA General Fund	a	393	178	787	200%
31	Leases, Wayleaves, Cemetery and Allotments	a	2173	1	758	35%
32	Refunds	a				
33	Miscellaneous	a				
35	Grant Income	a				
42	Footpaths	a			1900	
50	Community Infrastructure Levy	a	954298		343208	36%
Total Income			1122785	3786	437962	39%
1001	Bowling Green	b	1721	245	800	46%
1002	Crockwells Meadow	b	5671	548	3273	58%
1003	Deepway Green General Maintenance	b	7742	564	3399	44%
1004	Dryfield	b	1473	93	679	46%
1006	Public Toilet	b	1193	313	615	52%
1007	Spurfield	b	3237	124	2221	69%
1008	Townfield	b	1442	171	664	46%
1009	VH Flower Beds	b	111		161	145%
1010	VH Surrounds	b	434		372	86%
1011	Non EPC Owned Amenities	b	1116	155	549	49%
1012	Existing Asset Maintenance	b	12604	3494	8613	68% Advised TDC that CIL will be used for some of this.
1013	Primrose Bank and Planter	b	186	186	186	100%
1014	Hospital Drive	b	2976	496	2025	68%
1015	Minster Park Surrounds	b	1113			
1016	Tree Contract (Annual survey report)	b	885	885	885	100%
1017	Green Spaces Group	b	500		74	15%
1018	Environmental Initiatives	b	500			
1019	Maintenance Contract Contingency Planning	b				
4001	Cemetery	b	2378	210	1197	50%
4007	Wilderness	b	600		140	23%
Total Amenities			45882	7483	25851	56%
3001	Parish Clerk	c	21598	1659	8296	38%
3002	Deputy Clerk/RFO/Communications	c	28899	2298	11712	41%
3003	Caretaker/Litter Picker	c	6600	628	2872	44%
3005	Locum Clerk/RFO/Other Staff	c	7000			
Total Staff			64097	3570	20827	32%
4002	Footpaths	d			201	
4005	Lot 9 Play Equipment Maintenance	d				
4013	General Asset Maintenance Sinking Fund	d	28000			
4018	Grants obtained through EPC	d				
4020	Community Infrastructure Levy Projects	d			300	
4021	Milbury Reach S106 Funds	d				
4022	Village Infrastructure (C Plan) projects	d				
4023	Green Spaces Group Donations	d				
Total Ringfenced			28000		501	2%
5001	Community Small Grants	e	2500	500	500	20%
Total Non s137 Grants			2500	500	500	20%

	Type	Budget	Aug-23	YTD	% Budget	Notes for August
6001	f	Audit Fees	1900	2100	2700	142% Income (inc CIL) pushed into a higher audit band hence more expensive
6002	f	Legal and Professional Fees	5250		172	3%
6003	f	Chairman's Expenses	488			
6004	f	Room Hire	1492	317	317	21%
6005	f	Insurances	3000	2423	2479	83% Paid for the year
6006	f	Bank Charges inc Bankline	101	4	27	27%
6007	f	Members' Expenses & Training	1500	365	365	24%
6008	f	Staff Expenses & Training	1000	19	199	20%
6009	f	General Subscriptions	1483	409	1345	91%
6010	f	Postage & Telephones	945	31	153	16%
6012	f	Office Supplies/Maintenance	1000	144	144	14%
6014	f	Payroll running costs	252	60	120	48%
6015	f	Software Subscriptions	2168		573	26%
6016	f	Election costs		328	328	
6017	f	Community Plan Refresh				
6018	f	Publications	1000			
Total General Administration			21579	6199	8921	41%
Total Expenditure			162058	17752	56600	35%

31/03/2023		31/08/2023
£	Current Assets	£
1,761	VAT Recoverable	647
	Debtors	1
3,125	Payments in Advance	1,040
2,275,674	Cash in Hand and at Bank	2,659,775
2,280,560	Total Current Assets	2,661,462
2,280,560	Total Assets	2,661,462
	Current Liabilities	
3,145	Creditors	4,771
	Receipts in Advance	
3,145	Total Current Liabilities	4,771
2,277,415	Total Assets Less Current Liabilities	2,656,691
	Represented by	
85,572	General Fund	120,041
1,747,108	Community Infrastructure Levy	2,090,015
208,242	Infrastructure Fund	208,242
310	Footpaths	2,210
	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	2,656,691

31/03/2023		31/08/2023
£		£
	Income	
935,125	Community Infrastructure Levy	343,208
600	Footpaths Grant	1,900
	Grant Income	
11,471	Income from Investments	15,704
14,890	Other Income	758
146,354	Precept	76,393
1,108,440	Income Total	437,962
	Expenditure	
41,231	Amenities	26,288
300	Community Grants (not s137)	500
6,280	Community Infrastructure Levy	300
1,561	Community Plan Projects	-
448	Footpaths	201
14,561	General Administration	10,569
6,237	Ring Fenced Payments	-
1,387	S137 Payments	-
50,717	Staff Costs	20,827
122,722	Expenditure Total	58,686
60,892	General Fund Balance at Year Start	85,572
1,108,440	Add Total Income	437,962
122,722	Deduct Total Expenditure	58,686
- 961,038	Transfer to/from reserves	- 344,808
85,572	General Fund Balance at Period End	120,041