

Chair: Kevin Smith

Action

23/497 Present

Cllr Sheila Churchward (SC), Cllr John Goodey (JG), 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)

Devon County Councillor: Alan Connett (AC)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 2

23/498 Apologies received from

Cllr Sarah Ladyman (SL) – personal reasons

Cllr Lisa May (LM) – personal reasons

Cllr Nicola Guagliardo (NG) – personal reasons

Teignbridge District Councillor Kevin Andrew Lake (KAL)

23/499 Declaration of interest on Agenda Items

Cllr Wood declared an interest in item 23/509.

Cllr Wheatley declared an interest in item 23/507.

Cllr Churchward informed the Council that she was a member of the Film Club (item 23/516)

Cllr Smith declared that he was a member of the Allotment Society and would leave the meeting during that item (item 23/516)

23/500 Dispensation requests regarding Code of Conduct

None received.

23/501 Public open session (maximum 10 minutes)

No comments.

23/502 To confirm the Draft Minutes of the EPC Meeting held on 16 October 2023 are an accurate record

Action

Resolved.

23/503 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett reported:

1. The abandoned/vandalised car on Farm House Rise was not considered abandoned nor a nuisance by Teignbridge District Council (TDC), so there was no action to be taken. The Neighbourhood Beat Officer had advised that it was not a police matter and so was unable to help. MP Mel Stride had been contacted as it was considered that there was a loophole in legislation for dealing with this situation.
2. The play equipment at the park on Milbury Reach had been removed by the management company as it was unsafe. This was not a council matter and there was no planning obligation for the equipment to remain in perpetuity.
3. The pavement between the entrance to Hospital Drive and the Stowey Arms was due to be cleared by the Community Payback team. However, new rules prevented this as the team were not allowed to work within 3m of a highway.
4. The Give Way lines at Church Stile had not been re-painted despite other lines in the area being renewed. This would be followed up.

23/504 District Councillors Reports on items other than those on the agenda

Teignbridge District Councillor Charles Nuttall reported:

1. TDC had been ranked 6th in England for its Climate Emergency programme.

23/505 Chairman's Report

1. Online training for Clerks and Councillors on the new Code of Conduct would take place on Thursday morning. The link to the training (by TDC) could be requested from the Clerk.
2. The Remembrance Sunday service would take place on Sunday 12 November in the Victory Hall. All Councillors were invited to attend. Doors would open at 10:30 for a 10:45 start.
3. There would be no Parish Council meeting on Monday 18 December. Councillors were invited to a Christmas Meal and asked to advise the Chair whether they would be attending.

23/506 Clerk's Report

1. Councillors were reminded to update their Register of Interests with TDC if necessary.
2. TDC had contacted the Parish Council regarding Berrybrook being choked up. The Parish Council was riparian owner of the Crockwells Meadow side bank, but ownership of the other side was not determined. The brook had been cleared.

All

Action

3. A resident of Elm Park had expressed concern about cows at the access point to the Ridgetop Park. The comment had been passed to TDC.
4. Further to a request from a member of the public to site a litter bin near the MUGA on Deepway Green, six-months of monitoring had taken place and it was concluded that the current situation did not warrant installation of a further bin. The resident had been informed and monitoring would continue.
5. A Defibrillator Awareness evening would take place on Monday 13 November at 19:30 in the Victory Hall.
6. Consultation on the addendum to the TDC Local Plan would open on 8 November. Cllrs Wood and Smith agreed to look at it. KS/AW
7. Information had been received from Bovis (Vistry) that the temporary Suitable Alternative Natural Green Space (SANGS) at Sentry's Orchard was now closed and signage to that effect would be erected. Therefore, the dog bins would no longer be emptied and removed.
8. Residents had emailed to thank the Parish Council for removing the build-up of vegetation in Berrybrook.
9. ExAct had asked permission to use the Parish Council room during the pantomime. Granted.
10. The next Parish Council meeting, on Monday 20 November, would be held at the Deepway Centre due to the Pantomime. Start time to be confirmed. All
JD
11. Lydia Vanstone had been appointed as Chair of the Deepway Centre Trust.
12. There would be no Parish Council meeting on the third Monday in December. JD
13. Mince pies and Mulled Wine would be served at the Parish Council meeting on 4 December. JD
14. The review of the pesticides policy would be on the agenda for 4 December and not the next meeting as scheduled JD
15. The first Parish Council meeting in January would be held on Tuesday 2 January due to the New Year's Day Bank Holiday.

23/507 To agree the following nominations to the Community Resilience

Working Party:

1. **Jim Laker**
Resolved.
2. **Keith Byrne**
Resolved. JD

Action

23/508 To agree an initial budget of £5000 (the process can be stopped at any time) for carrying out the initial phase of discussion and design options for traffic management in Exminster village

Progress on the cycle path signage, Vehicle Activated Signs and 20's Plenty project had been slow. The Clerk would liaise with Cllr Connett on the current situation regarding the cycle path.

JD/AC

Cllr Connett explained that there had been a change in policy at Devon County Council (DCC) due to budget constraints. The Highways team were focussing on projects where funding was guaranteed.

Clarification on what the £5,000 requested would purchase was sought. It was believed that it was needed for DCC to work up the costings for the project.

It was acknowledged that a site visit from the Highways Team would be welcomed as the Parish Council had previously agreed to pursue the projects.

It was proposed that the Parish Council agreed in principle to a budget payment of £5,000 subject to confirmation of what this would provide.
Resolved.

JD

The response would be reported back at the Parish Council meeting on 20 November.

CN/SC

PROPERTY & AMENITIES MATTERS

23/509 To consider an assessment report requested by the Parish Council on several trees on Council land and agree any subsequent work

The recommendations in the report carried out by Advanced Arboriculture were outlined.

It was suggested that future surveys were carried out by qualified Arboriculturists with the recommended work to be carried out by the Parish Council's existing tree contractor, subject to cost and financial regulations.

It was resolved to accept Advanced Arboriculture's recommendations and to instruct Riviera Tree Care to carry out the work in the sum of £275.

23/510 To receive the Annual Property Survey

The inspection took place in October and observations and actions were included in the circulated report.

The following points were noted:

- Upkeep of the kerbed monuments with stone chippings in the cemetery would not be possible without the use of pesticides.
- The Petanque court should be added to the list survey as a separate item now that it was regularly in use.

	Action
<ul style="list-style-type: none">The parking signs in the Dryfield Car park required attention. This was not the Parish Council's responsibility, but the Clerk would highlight the issue to TDC.	JD
23/511 <u>To agree a maximum budget of £550 for the purchase of and lighting of the village Christmas tree</u> Resolved. The tree would be erected on 4 December.	JD
23/512 <u>To consider a request from National Grid for a new wayleave to install underground cables from a point near the tennis courts to Spurfield House and to authorise the Clerk to sign the document on behalf of the Parish Council</u> Resolved.	JD
FINANCE MATTERS	
23/513 <u>Accounts for Approval</u> It was resolved to approve payments in the sum of £4967.96	HH
23/514 <u>To consider setting up a Finance Working Party with the attached Terms of Reference</u> The RFO set out the reasons why it would be preferential to have a Finance Working Party than a Budget Working Party or a sole Lead Councillor for Finance. The Full Parish Council had responsibility for financial decisions. Sufficient councillors needed to have an understanding and awareness of the background to any proposals made to allow informed decisions to be made. In the past, the Budget Working Party had formed and disbanded on an annual basis, but the budget was only a fraction of the financial picture and ongoing monitoring was imperative as the finances became more complicated with the receipt Community Infrastructure Levy payments. As funds held increased, strategic decisions need to be on a regular basis and policies and strategies were constantly evolving. A Finance Working Party would set up a solid base for the Council moving forward regardless of the Officers or Councillors in post. It was resolved to set up a Finance Working Party.	
23/515 <u>If the above is resolved to agree the following</u> 1. To dissolve the Budget Working Party Resolved.	

Action

2. **To receive nominations for the role of Finance Lead Councillor**
Cllr Wood was appointed.
3. **To receive nominations for the Finance Working Party**
Cllrs Goodey, Churchward and Wheatley were appointed.
In accordance with the Terms of Reference, Cllr Wood was automatically a member as Lead Councillor for Finance and the Chair and Vice Chair were Ex-officio members.

JD/HH

23/516 To consider grant applications from:

1. **Exminster Parish Allotment Society in the sum of £250**
Cllr Smyth chaired the item as Cllr Smith had declared an interest and left the meeting.
Resolved.
Cllr Smith returned to the meeting.

2. **Exminster Film Club in the sum of £140**

Resolved.

JD/HH

NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) MATTERS

23/517 The Working Party makes the following proposals:

1. **To agree that a paper only option is used for the Household Questionnaire**
Resolved.
2. **To agree that there will be one questionnaire for the whole of the Parish with the option for households to opt out of questions which do not relate to them**

Resolved.

23/518 To receive the following updates:

1. **Housing needs questions, parish profiles (see attached) and housing needs analyses.**

Cllr Wood reported the following:

- a. TDC had agreed that the housing needs questions in the Household Questionnaires could follow the format of that used by Brancaster Parish Council in its NDP 'Made' in November 2016 and 'Refreshed and Made' in 2021. Information on this was circulated with the papers for the last NDP meeting.

Action

- b. A Parish Profile (examples attached) would be used as supporting evidence for the NDP. There would be an additional cost for this that would come to the Parish Council for approval in due course.
- c. TDC wanted a housing need analysis to be produced by an independent body funded by the developer.

2. The short-form questionnaire results and the initial consultation for Council approval

Cllrs Churchward and May and the Clerks were thanked for their support during the first phase of the NDP Refresh.

244 completed short-form questionnaires had been completed to date - equivalent to just over 10% of all the households in the parish. TDC had set a target of between 20% and 25% but this was not mandatory and it was acknowledged that it would be more achievable in a smaller parish, like Kenn.

It was proposed that sufficient community engagement had taken place to allow the NDP refresh to move to the Household Questionnaire phase. Resolved.

3. The likely timetable going forward and the key tasks to be completed before Christmas.

The Household Questionnaire would be presented to the Parish Council for approval at the meeting on Monday 20 November. A draft of the questions would be circulated for approval as soon as available.

The latest questionnaire responses would be circulated as an addendum to the original document as soon as possible.

It was agreed that the question authors should satisfy themselves that there was sufficient demand for the inclusion of a question in the plan based on the frequency that the issue had appeared in the initial short form questionnaire.

HH

4. The draft contract with Devon Communities Together (DCT)

Two changes had been made to the contract approved at the last Parish Council meeting and the amended version had been circulated.

- The printing instruction and cost had been transferred to the Parish Council improving efficiency.
- The marketing service cost of £1,050 had been taken out of the DCT contract as the questionnaire had been simplified.

The Clerk would sign the contract on behalf of the Parish Council.

JD

Action

PLANNING MATTERS

23/519 Planning Decisions

Noted as listed.

1. **23/01083/CLDE, 18 Loveridge Drive, Alphington - Certificate of lawfulness for existing single storey extension - REFUSAL OF CERTIFICATE OF LAWFUL USE OR DEVELOPMENT**
2. **23/01708/HOU, 8 Berrybrook Meadow - Single storey side extension including realignment of existing 1.8m high masonry screen wall – GRANTED**
3. **23/00397/HOU, Pitthayes, Main Road - Roof alteration works including enlargement of roof and new and replacement dormer windows to north, east and west elevations and two storey side extension – REFUSED**
4. **22/01654/MAJ, Land At South West Exeter, Matford - Details of layout, scale, landscaping and appearance, for landscaping and engineering operations for the Matford Valley Park pursuant to the grant of outline planning permission 15/00708/MAJ (dated 2nd November 2018) – GRANTED**
5. **20/00291/MAJ, Land Off Chudleigh Road, Alphington - 45 residential apartments (Build for Rent) and associated car parking – REFUSED**
6. **23/01659/TPO, Land at NGR 29483887580 Sannerville Way (Crockwells Meadow) – Reduce lateral crown spread on the northern aspect by up to 2m with a maximum diameter cut of 100mm. Reduce South West crown aspect by 1-2m, with a maximum diameter cut of 75mm, cutting back to suitable growth points - GRANTED**

23/520 To discuss the response from Phil Shears, Managing Director of Teignbridge District Council regarding a letter sent from the Parish Council regarding the planning application for the Electricity Substation DCC/4329/2022

It was agreed that the Parish Council should write to Phil Shears to thank him for his prompt and detailed response to the letter.

Action

Discussion on a response to the letter took place and the following points were raised:

- It was unknown how the figure of £1.7M CIL income had been calculated.
- There was no guarantee on the amount that the Parish Council would receive in CIL as it was dependent on the number of houses being built. The Parish Council was not satisfied of the amount that could potentially be received.
- The Peamore development could come forward with an Infrastructure Levy (as opposed to CIL - should the Government choose to replace CIL). It was unknown whether the Parish Council would receive any percentage of it for that development.
- It was acknowledged that the Parish Council would take advice and support from TDC for projects coming out of the NDP Refresh but decisions would be made by the Parish Council based on the mandate it received from the residents through the Referendum for the NDP Refresh.
- The second paragraph of the letter suggested that TDC Officers stated that there were good reasons to turn down the planning application but that the Housing Infrastructure Funding (secured by DCC) was a material consideration. However, the potential loss of £1M of CIL by the Parish Council if the development of Parris Farm did not come forward was not mentioned. It was noted that if the Parish Council lost £1M in CIL then TDC would lose £3M CIL.
- The TDC Planning Committee would decide the outcome. The Parish Council publicly supported the TDC Local Plan 2013-2033 and the first planning applications under it. It was hoped that the support that the Parish Council gave TDC was remembered, and that the Committee found in favour of Exminster residents rather than the shortcomings and tactics of the County Council.
- The question regarding the “tipping point” at which the substation was required had still not been adequately answered.
- The Parish Council should continue to lobby for the substation to be built at Peamore.

It was resolved to respond to the letter including the points raised above. Cllr Wood would draft the letter and authority was delegated to the Chair in conjunction with the Clerk to send it.

It was suggested that the Parish Council's original letter and this response were added as objections to the planning application.

AW/
KS/JD

23/521 To note any planning matters regarding the Matford development

1. Planning

No matters to report.

Action

2. Community Centre

A Matford Working Party meeting had taken place earlier in the day. Notes of the meeting would be circulated following agreement by the Working Party.

HH

23/522 Councillors' Reports – for information only

No reports.

23/523 Public Open Session – (Maximum 10 minutes)

No comments.

The meeting closed at 21:00

Date of next meeting: Monday 20 November 2023 at 19:30 in the Deepway Centre.

Signed:...Kevin Smith..... Date:...20 November 2023.....