

Chair: Kevin Smith

Action

23/524 Present

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

23/525 Apologies received from

Devon County Councillor Alan Connett

Teignbridge District Councillor Kevin Lake

Cllr Gary Wheatley (GW) – work commitment

Cllr Sarah Ladyman (SL) – personal reasons

Cllr Nicola Guagliardo (NG) – personal reasons

23/526 Declaration of interest on Agenda Items

Cllr Wood declared an interest in item 23/542/1 and would leave the meeting for the duration of the item.

23/527 Dispensation requests regarding Code of Conduct

None received.

23/528 Public open session (maximum 10 minutes)

Comments:

1. The drain was blocked at the junction of Millets Close and Deepway Lane.

The Clerk would report this.

JD

23/529 To confirm the Draft Minutes of the EPC Meeting held on 6 November 2023 are an accurate record

Resolved.

Action

23/530 Clerk's Report

1. The Film Club had written to thank the Parish Council for the grant recently awarded.
2. The Defibrillator Awareness evening took place on 13 November. Attendance was disappointing, but it was well received by those who attended. Miriam Smith, who carried out the training, would be sent a letter of thanks. JD
3. Citizens Advice Teignbridge Q2 report 2023-24 had been circulated.
4. Peninsula Transport and Western Gateway Sub-national Transport Bodies had recently published the Alternative Fuels for Road Freight Strategy.
5. The Clerk had received a letter of thanks complimenting the cleanliness of the public toilet.
6. Contractors had been booked in to clear a section of the dykes on Crockwells Meadow. It was hoped that this would be completed by February.
7. The dog bins had now been removed from the former Suitable Alternative Natural Green Space at Sentry's Orchard. Thanks were extended to Cllr Connett for pursuing the matter.
8. Teignbridge District Council (TDC) would be collecting (real) Christmas Trees for recycling from the Dryfield Car Park on the weekend of 6 January.
9. A report was being submitted to the Public Rights of Way (PROW) Committee regarding the closed footpath near the Topsham Ferry crossing. Details of the proposal had been circulated to Councillors.
10. The Green Spaces Group had received an accreditation for nature-based action from Devon Wildlife Trust.
11. Would Councillors prefer Parish Council meetings to be held in the Annexe from January to March during the cold weather? A decision would be made after the first January meeting which has to be held there on the Tuesday. JD

Debrief from recent Governance Training

The training on the Code of Conduct was delivered by TDC. The Clerk, Cllr Goodey and the Chair had attended.

Notes from the training were circulated in hard copy and would be emailed after the meeting as there were useful links within. The Clerk highlighted important points.

- Councillors' addresses must be included on their Register of Interests as a minimum (since it would be rare for a councillor to live outside the Parish).
- It was Councillors' responsibility to regularly check that their Register of Interests were up to date.

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- Councillors were ultimately responsible for deciding whether an interest should be declared. Clerks could only advise.

JD

It was agreed that an email to absent Councillors would be sent reminding them of some of the more important points.

23/531 To note receipt of the monthly Police report

Noted.

23/532 To evaluate the recent Remembrance Sunday civic service

The Clerk read out comments received regarding the service which had taken place in the Victory Hall on 12 November with a revised format.

Thanks were extended to those who were involved in the organisation.

It was agreed to write to the Reverend Williams to say that the Parish Council and Victory Hall Trust thought that the service timings had worked well and it was hoped could be repeated next year. It would also be suggested that the service could be concluded with the National Anthem.

JD

23/533 To confirm what would be provided by Devon County Council in respect of the agreed budget payment of £5,000 to them, regarding Traffic Management, agreed in principle at the Council meeting on 6 November

An email received from Richard Kingsley-Smith, Senior Engineer at Devon County Council (DCC), outlined the following:

Stage 1: £5,000 allowed for

- Setting up the scheme, Traffic Regulation Orders (TRO) data searches and initial communications. This had already been done.
- Initial site meeting(s) to inform a brief.
- A preliminary design to recommend option(s) for the Parish Council to consider and consult on. This would progress to detailed design to be priced up to form a quotation.

Stage 2: £3,000 initial request for formal consultation and advertisement of TRO's required.

Stage 3: Cost dependent on scheme of works.

It was agreed that the Parish Council were supportive of the approach.

The Clerk suggested that PC Hawkins could be put in touch with Mr Kingsley-Smith regarding speeding issues.

JD

Cllr Wood suggested that further covert speed monitoring should be carried out. Discussion should take place about the location and timing of this.

A Tiger crossing underneath the motorway bridge was important as pedestrians accessing the bus stops and cyclists (in particular children) cycling to Matford Brook Academy needed to cross the three-lane stretch of

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road. This was being pursued by Cllr Connett but there had been no recent update. Cllr Nuttall would pursue the matter with Cllr Connett and Mr Kingsley-Smith.

CN

PROPERTY & AMENITIES MATTERS

23/534 To accept a quote from Advanced Arboriculture in the sum of £1200 plus VAT to survey all listed Parish Council trees in 2024

Resolved.

JD/HH

23/535 To agree a three-year cleaning/maintenance contract with Courtstall Services Ltd for £2250 plus VAT per annum in respect of the tennis court and MUGA at Deepway Green

A report from Cllr Wheatley had been circulated explaining the situation.

Resolved.

JD/HH

23/536 To agree to repair work being completed on the two seats attached to the MUGA in the sum of £840 plus VAT

Resolved.

HH

23/537 To agree a spend of no more than £1,000 plus VAT with Foot Anstey Solicitors to seek legal advice regarding the Deepway Centre

The requirement for further advice had been generated by ongoing questions about the ownership of the footpath surrounding the Deepway Centre and implications for the broader legal position.

Resolved.

JD

FINANCE MATTERS

23/538 RFO's report

1. Direct Debits during October 2023
Natwest Bankline £4.40
Utility Warehouse £203.27
EE £35.98
NEST £178.80
2. Delegated authority in the sum of £254.00 was used to upgrade the finance software.
3. Research continued into IT providers. A quotation had been received and a meeting with the RFO, Chair and Cloudy IT would take place to discuss it further.

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4. The Housing Base for the 2024/25 Financial Year had been estimated as 1872.2 by TDC. It had been confirmed that the figure included a forecast of the build out of Matford.
5. The second instalment of CIL for the current financial year had been received. A report on the year's receipts had been circulated with the finance reports.
6. A meeting of the Finance Working Party would be arranged as soon as possible.

HH

23/539 Accounts for Approval

It was resolved to approve payments in the sum of £13,586.17.

HH

23/540 Draft accounts for October 2023

1. Budget Comparison Report

Noted.

2. Balance Sheet

Noted.

NEIGHBOURHOOD DEVELOPMENT PLAN MATTERS

23/541 To approve the attached draft Household Questionnaire (HQ)

Cllr Goodey gave an update on the progress of Kenn's Neighbourhood Development Plan and circulated a copy of its HQ that had recently been printed since the Exminster one will be similar. There had been a good response from resident volunteers in Kenn and Kennford to distribute the questionnaires, alongside the Parish Councillors.

Cllr Wood gave an update on the recruitment of co-ordinators and distributors for Exminster's HQ: The Parish was divided into 10 zones (A-J).

Zone A would be a postal delivery to be arranged by the Clerk.

Zones I and J (Matford) needed further consideration as no distributors and co-ordinators had been forthcoming.

Zones D and G would be co-ordinated by Cllr Churchward.

Zone F would be co-ordinated by the Clerk.

Zone B would be co-ordinated by the Deputy Clerk and Cllr Smyth.

Zone H would be co-ordinated by Cllr Goodey.

Zone E would be co-ordinated by Cllrs Wood and Wheatley

There was currently no co-ordinator for Zone C which included Devington and Exminster House, that were both gated communities. It was agreed that members of the Devington Committee should be contacted regarding

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deliveries within Devington. It was noted that Cllr Ladyman lived in Exminster House.

Cllr Smith agreed to distribute to Rougemont Court.

Cllr May would provide general support to residents who were experiencing difficulties in completing the form.

Cllr Nuttall left the meeting at 20:48.

Thanks were extended to TDC Spatial Planning team for their support, prompt response to questions and advice during the drafting of the HQ.

Cllr Wood thanked Cllrs Churchward, Wheatley and Goodey and the Deputy Clerk for their assistance in drafting the HQ.

A hard copy of the latest version of the HQ was circulated (version 5).

It was intended that a leaflet advertising the HQ, the purpose of the Neighbourhood Development Plan Refresh, a call for volunteer distributors, a proposed timeline and reasons why certain topics identified through the first stage of consultation were not covered in the HQ would be delivered to all households in the Parish before Christmas. A draft leaflet would be circulated on Tuesday 21 November for discussion at the NDPWP meeting on 27 November and subsequent approval at the Parish Council meeting on 4 December.

HH

Discussion regarding the exclusion of traffic calming from the HQ ensued but concluded satisfactorily as it was explained that the Parish Council had already taken a decision to pursue work with DCC. A formal consultation would be required on any specific schemes proposed by DCC.

Concern was expressed about the wording of Q6 relating to gender; there was no option for "other". It was suggested that the Parish Council needed to be aware that some people may not think that was inclusive to their orientation. It was explained that TDC had provided the wording and that any issues raised would need to be referred back to TDC.

It was considered that the map was not sufficiently clear and suggested that an alternative would be to list the roads with the Zone/Sector letter against them. Additionally, Q1 erroneously referred to the map on page 2 instead of page 1. If the map remains, then it was suggested that the RFO's name should be removed from it,

It was agreed to add the text "Consider the dwelling that your household lives in" before Q3.

Discussion took place about the word "proposed" used in the Green Spaces and Infrastructure introduction. It was explained that if the HQ was agreed by the Parish Council this evening then it will have agreed to this proposal (that had been discussed at NDPWP meetings). The use of "regular maintenance" was also questioned as it suggested that other areas were not being

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maintained, but discussion concluded that no amendment was necessary to this introduction.

The use of the word “village” in Q13 was challenged. It was explained that it could be justified by referring back to the issues questionnaires.

The use of the term “dedicated pre-school” was queried. It was explained that it meant a building solely for use by the pre-school and was a term that residents would be familiar with based on previous consultations.

It was agreed to move the explanatory paragraph currently after Q15 to before the question.

It was considered that Q19 did not sit within the Climate Change and Environmental section. It was explained that the question had been requested by TDC.

AW

It was suggested that if there was sufficient space, the instruction that Section 5 should be completed by one member of the household over 18 should be repeated.

It was resolved to approve the HQ subject to amendment of minor, non-material, points raised above and to arrange for printing by Exe Valley Printers, within the approved budget (23/393).

As it was 21:30 it was resolved to suspend Standing Orders suspended to allow completion of the agenda.

PLANNING MATTERS

23/542 Planning Applications

- 1. 23/02026/TPO, 28 Pridhams Way, - Remove the Beech tree branch overhanging my neighbours building on the left-hand side and to cut back the branches and raise the crown on the far side of the Beech tree where it is overhanging the Main Road.**

Cllr Wood left the meeting having declared an interest.

It was resolved to request that the application was determined by an officer with arboricultural expertise to ensure that there was sufficient evidence to support the workload being proposed.

HH

23/543 Planning Decisions

Cllr Wood returned to the meeting.

Noted.

- 1. 20/01299/AMD1, Westhaven, Milbury Farm - Non-material amendment (addition of a phasing plan) to planning permission 20/01299/FUL for demolition of existing bungalow and garage and**

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construction of four dwellings, garages, associated parking and infrastructure - REFUSAL OF NON-MATERIAL AMENDMENT

23/544 To approve the response to the consultation of the Full Draft of the Exeter Plan and two other planning documents

Cllr Churchward had circulated the report, and it was noted that no approval of a response was required.

The following points from the report were highlighted:

As requested in the Parish Council's response in December 2022, the Parish Council was now included in the list of consultees for Exeter City Council.

Due to a change in S1: Spatial Strategy, the Ridgetop Park and other Teignbridge Hills bordering Exeter City would now be protected. This was good news.

23/545 To note any planning matters regarding the Matford development

1. Planning

- a. A planning application for Parrs Farm had been received. An extension had been sought until mid-January for the Parish Council to respond. A Matford Working Party meeting would need to discuss this before bringing a recommendation to the Parish Council.
- b. Notes from the Matford Working Party meeting on 5 November had been circulated to all Councillors.

HH

2. Community Centre

Notes from the meeting with the NHS and DCC held on 13 November had been circulated to members of the Matford Working Party.

23/546 Councillors' Reports – for information only

1. Cllr Churchward reported that recruitment for a new Administrator for the Victory Hall was underway.
2. Cllr Churchward reported that an Internal Audit of the Victory Hall Trust's accounts had commenced.
3. Cllr Churchward would be attending the NALC Coastal Communities zoom meeting.
4. Cllr May reported she had been appointed as the town/parish representative on the Standards Sub-committee at Teignbridge District Council subject to approval by council on 28th November

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5. Cllr Goodey reported that the applicants for the Lower Brenton Farm landfill planning application were likely to resubmit the application and it was unlikely that it would be determined until May 2024.

23/547 Public Open Session – (Maximum 10 minutes)

No comments.

The meeting closed at 21:50

Date of next meeting: Monday 4 December 2023 at 19:00 in the Victory Hall

Signed:...Kevin Smith..... Date:.....4 December 2023.....