

Chair: Kevin Smith

Action

24/1 Present

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), Kevin Lake (KL)

Public: 5

24/2 Apologies received from

Cllr Sheila Churchward (SC) – personal reasons

Cllr Lorne Smyth (LS) – illness

Devon County Councillor Alan Connett (AC)

24/3 Declaration of interest on Agenda Items

Cllrs Wood and Wheatley declared an interest in item 24/21/2.

24/4 Dispensation requests regarding Code of Conduct

None received.

24/5 Public open session (maximum 10 minutes)

1. Jeremy Pyne, Chair of the Green Spaces Group, confirmed that the sixth progress report had been published for the Exminster Nature Recovery project. It was important to continue this widely acknowledged project that had received several accolades. It was requested that a presentation to Councillors could be given at a future meeting. The Annual Parish Meeting was suggested as a possibility.

Cllr Nuttall noted his intention to become more involved with the project this year.

JD

24/6 To confirm the Draft Minutes of the EPC Meeting held on 4 December 2023 are an accurate record

Resolved.

Cllr Ladyman accepted the minute but would add further information in her councillor report.

Cllr Wood believed that the minute 23/569/2 did not reflect what was said at the meeting and that due to the confusion with names and locations mentioned it made no sense and should not be included in the minutes. Cllr Wood asked for his vote against the resolution to be recorded.

24/7 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett was not present.

24/8 District Councillors Reports on items other than those on the agenda

Teignbridge District Councillor Kevin Andrew Lake reported:

1. The white "Give Way" lines at the Limes Surgery junction with Church Stile had been repainted.
2. The car, thought to be abandoned on Farm House Rise, remained in situ. An officer at Teignbridge District Council (TDC) would continue to pursue the matter.
3. Debris on the pavement between Hospital Drive and the Stowey Arms had been cleared by Cllr Connett.
4. The issue with fly tipping in a gateway off Deepway Lane continued. TDC were in discussion with the land owner regarding removal.

Teignbridge District Councillor Charles Nuttall had no further matters to report.

24/9 Chairman's Report

No matters to report.

24/10 Clerk's Report

1. Peninsula Transport, the sub-national transport body for Cornwall, Devon, Plymouth, Somerset and Torbay councils, invited responses to its public consultation on its draft transport strategy until 5 February 2024.
2. Phil Doucas was thanked for his assistance with the village Christmas tree. JD
3. A resident had complained about the poor state of Main Road's surface. They were advised that the road would be resurfaced in February.
4. A request had been received from Powderham Estates asking the Parish Council to display a leaflet asking for volunteers for the estate. It was suggested they use the public notice board and the Scene.
5. An email had been received from a resident highlighting the dangerous stretch of road for pedestrians between the Swans Nest roundabout and the Royal Oak due to the lack of a pavement. The email had been forwarded to Cllr Nuttall CN
6. White lines had been painted at the entrance to Church Stile. Thanks were extended to Cllr Kevin Lake and Cllr Alan Connett for pursuing the matter to a successful conclusion.

7. Devon County Council (DCC) had decided to decommission the mobile library service at end of February.
8. St John's Ambulance had written to thank the Parish Council for the donation of £100 for facilitating the defibrillator awareness session.

24/11 To agree that the Clerk on behalf of the Parish Council will sign the licence required to allow contractors to work on the land (currently in the ownership of Vistry to potentially be transferred to the Parish Council) that the Community Centre will be built on as specified in the S106 agreement dated 2 November 2018 between Teignbridge District Council, Devon County Council, Bovis Homes Limited (Vistry) and other parties, subject to satisfactory legal advice

Concern was expressed whether the Council could sign a licence for land that it did not own. As this was not a time sensitive item, and since the draft licence had recently been received, it was suggested that legal advice was taken on it.

HH

This item was therefore deferred until the advice had been received and the licence and advice circulated together

JD

24/12 To consider the following:

1. **To approve the proposal to modernise the Information Communication Technology used by Exminster Parish Council staff and Councillors at an ongoing cost of up to £207.70 per month plus a one-off set up charge of £1658.75 and pre-paid support of £365.00.**

A paper had been circulated with the proposal. Cllr Smith highlighted the features of the proposal and the costs.

An allowance for licences for three members of staff and eleven Councillors had been made in the monthly subscription that would start in the next financial year, although currently there were only two staff and ten Councillors. Cllr Smith thought that it was unlikely that the full complement of licenses would be needed in April so the actual cost would be lower.

Cllr Wood expressed concern about staffing and asked that his request that a third member of staff should be in post by 1 April should be minuted.

The resolution was amended to include details of the costs as per the proposal document.

Resolved.

HH

2. **If the above is approved, to instruct Cloudy IT to commence the project and to approve the payment of £2023.75 to Cloudy IT.**

Resolved.

PROPERTY & AMENITIES MATTERS

24/13 To consider a request from the Green Space Group to hold a Wassail procession on 27th January from Deepway Green car park and finishing in the village orchard.

The Clerk outlined the event that had been held in previous years.

It was clarified that the Parish Council insurance would cover the event and that appropriate risk assessments would be completed.

The event would start at 3pm.

Resolved.

FINANCE MATTERS

24/14 To note accounts paid up until the 13th December 2023 as previously authorised, minute 23/563 refers.

Noted.

24/15 To note the November finance reports have been circulated to Council.

Noted.

24/16 To receive an update from the Finance Working Party on the draft budget for 2024/25.

The budget had been updated following the Finance Working Party meeting on 12 December (a recording of the meeting was available for all Councillors).

There were no questions on the draft budget papers circulated.

The budget would be approved at Parish Council meeting on 15 January.

JD

24/17 To receive a report on the latest TDC housing trajectory for Matford and consider the implications.

The report was briefly explained by Cllr Wood emphasising the difference in the phasing of the build out leading to an increase in the period until full completion of the development. This may affect the income for the Community Centre and this needed to be fully understood.

There were no questions on the circulated report.

24/18 To approve £1,050 plus VAT for Consult QRD to carry out the following work:

1. **Align the income and expenditure with the new profile of home building in Matford.**

2. **A sensitivity assessment if the car parking was limited to 29 shared spaces**
3. **A split of the annual maintenance and sinking fund between the internal and external works**

Cllr Smith asked why (3.) was required. Cllr Wood explained that it formed part of the comparison work with other local community centres that was taking place to determine a feasible model. There were different leasing arrangements for the comparators.

It was confirmed that there were no costs allocated to the environment (car park and landscaping) in any of the Consult QRD reports to date. It was agreed that this should be requested as it was important for calculating the future service charges to the NHS.

Cllr Smith suggested that additional income generation for the community centre should be explored.

Cllr Wood asked whether Councillors were aware that the housing trajectory had been reviewed by TDC in September. It was confirmed not. An agenda item relating to this would be formulated for the Parish Council meeting on 15 January.

AW/
JD

Resolved.

HH

24/19 To receive a report and agree a response to TDC's Community Infrastructure Levy (CIL) consultation.

Cllr Wood explained the report that he had compiled over Christmas when it was difficult to get supporting information. Council accepted Cllr Wood's interpretation of the information available.

The key issue appeared to be with CIL indexation in that it was only applied from the baseline of 2014 to the year that Outline Planning Permission was given. The time for the approval of Reserved Matters (often up to 2 years), a phased build out and staged payments (over 2 years) was not accounted for. This had the effect of reducing the purchasing power of the CIL and giving insufficient time for parishes to accumulate sufficient funds for large projects.

There was a reduction in the charging rate for West Exe and Peamore with little explanation and the charging rate for other development in Matford had also reduced.

Recovery of CIL by TDC had been clarified, but there was no detail in the document as to how TDC would work together with parishes to jointly fund projects deemed necessary using its portion of CIL.

It was resolved to submit the proposed response (section 5) of the report as the Parish Council's consultation response.

JD

It was noted that the Parish Council did not currently have an Infrastructure Plan on the website for larger or long-term projects, but that this would be possible following completion of the Neighbourhood Development Plan.

PLANNING MATTERS

24/20 Planning Applications

1. **23/01881/HOU, 32 Crockwells Close - Single storey rear extension and alterations to front elevation.**

It was resolved to support the application with the following comments:

- As the property was located in Environment Agency Flood Risk Zone 3 flood risk measures should be confirmed as suitable for a property in Zone 3.
- The developer's working hours should be limited to Mon-Fri 08:00-17:00 and Sat 08:00-12:00 for the amenity of neighbouring households.
- On 11 Dec 23 – Biodiversity Officer for TDC asked for a condition that: "A bat box shall be installed as described in the ecology report (by South West Ecology, dated 2 December 2023). The box shall be retained thereafter." To complement this, it would be appropriate to consider Exminster Parish Council's request that all development within the Parish includes biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats.

HH

24/21 Planning Decisions

1. **23/02065/CLDP, Turf Hotel - Certificate of Lawfulness proposed for confirmation that operations have been commenced on application 16/00201/FUL (Demolition of existing storage building and replacement with single storey timber holiday lodge for use in connection with the adjacent Turf Hotel) – CONFIRMED BY TDC**
2. **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 – GRANTED**

Cllr Wood (the applicant) stated that the report submitted to the Parish Council by Cllr Churchward was fair and the approval received was as requested. Advice would be taken from the company carrying out the works as to future management of the large tree.

24/22 To review comments previously submitted and now being considered in the Appeal against the refusal of 22/02108/VAR: Variation of condition 10 on planning permission 20/01299/FUL (Demolition of existing bungalow and garage and construction of four dwellings, garages, associated

parking and infrastructure) to amend boundary structure and agree any further comments that Council wishes to add

Cllr Churchward had prepared a report outlining the Parish Councils response to the application(s) so far.

JD

It was resolved to submit the report to the Planning Inspector.

24/23 To consider the response from Mike Deaton, Chief Planner, Devon County Council to the letter sent to DCC regarding the Lower Brenton Farm planning application DCC/4337/2023 and agree a reply if deemed appropriate

Cllr Wood expressed disappointment in the response received as it did not acknowledge that Berry Brook rose within the site.

It was noted that there were numerous questions raised against the application that required resolution before it could be determined/re-submitted.

Council agreed that a response was required, and Cllr Wood would investigate and circulate a proposal for the Parish Council meeting on 15 January.

JD/
AW

24/24 To note any planning matters regarding the Matford development

1. Planning

The Matford Working Party would meet to discuss the Parrs Farm planning application on 5 January.

2. Community Centre

Nothing to report.

NEIGHBOURHOOD DEVELOPMENT PLAN MATTERS

24/25 To update Council on the current situation regarding the delivery of the Household Questionnaires.

Cllrs Churchward and May and the Clerk and Deputy Clerk were thanked for the work carried out before and over Christmas relating to the co-ordination and distribution of the questionnaires.

All 2,250 questionnaires should be delivered by 3 January.

Some completed questionnaires had been received already but it was too early to determine what the return rate might be.

A reminder leaflet would be sent out on the week beginning 8 January.

Authority for this had already been agreed at the Parish Council meeting on 4 December.

AW

The "Coming Soon" leaflet had generated interest and there were now 50 volunteers involved with distribution. It was agreed that a drop-in tea party was held to thank volunteers on Monday 29 January between 17:00 and 18:30.

24/26 To request and agree funding to host a thank you event on the 29th January for all volunteers who helped with the above project.

A budget of £200 for the event was approved.

An invitation with an RSVP would be sent to volunteers so that numbers could be confirmed for catering arrangements.

AW

24/27 Councillors' Reports – for information only

1. Cllr Ladyman reported that the contractors for the grounds of the Westbank GP practice and the Westbank Healthy Living Centre (Riviera Tree Care) did not use weed killers containing glyphosate. [This report was to clarify 23/569/2].
2. Cllr Ladyman said that an email sent to the Clerk with a question regarding grass cutting (as reported in the Clerk's report at a previous meeting) had been forwarded to her and it should be noted that the resident was supportive of a pesticide free Exminster.
3. Cllr Ladyman stated in her opinion that the trial of acetic acid (as an alternative to a glyphosate-based weed killer) that was referred to in the meeting on 4 December had been a limited experiment carried out by the Clerk and not a rigorous trial. Cllr Ladyman had expected the Councils contractor to carry out a monitored trial. The minutes of the meeting may appear misleading in that respect.
4. Cllr Goodey had been repeatedly reporting potholes to DCC and was pleased to hear that the Main Road was going to be re-surfaced.
5. Cllr Goodey reported that the Kenn Centre had a library area in its foyer. [This related to the circulated email regarding a grant for providing "reading rooms" sent by DCC.]
6. Cllr Nuttall noted his absence between 1 and 21 February.

24/28 Public Open Session – (Maximum 10 minutes)

1. A resident enquired when a retrospective planning application for 38 Glebelands would be discussed by the Parish Council.
The Clerk confirmed that official notice of the application had not yet been received from TDC and would follow it up.
2. A resident asked whether there was there any possibility of the ELF shop becoming a library as it was reportedly closing in March?
The Clerk would make enquiries.
3. A resident who had attended the meeting on 4 December when the pesticides trial was discussed did not understand the connection made at the meeting between the trial and the Neighbourhood Development Plan Household Questionnaire as there was no specific question relating to it. Additionally, a question within the questionnaire suggested that the Parish Council had the authority to spend funds on a single user group (i.e. for a dedicated pre-school). Was this really the case? Due to the short timescale for return of the questionnaire, an answer was requested to this urgently.

JD

JD

The meeting closed at 20:30

Date of next meeting: Monday 15 January at 19:00 in the Victory Hall Annexe

Signed:.....Kevin Smith Date:....15 January 2024.....