

Chair: Kevin Smith

Action

24/29 Present

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 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: 5

24/30 Apologies received from

Cllr Lorne Smyth (LS) - illness

Teignbridge District Councillor Kevin Andrew Lake

Devon County Councillor Alan Connett

24/31 Declaration of interest on Agenda Items

None declared.

24/32 Dispensation requests regarding Code of Conduct

None received.

24/33 Public open session (maximum 10 minutes)

Comments:

1. Jeremy Pyne, Chair of the Green Spaces Group, spoke regarding item 24/54 - Nature Recovery Strategy. He would be attending the forum in Okehampton on 3 February and would feedback to the Council.
2. Council was wished a Happy New Year.
3. A resident expressed concerns regarding 24/49/2, the planning application for 38 Glebelands. In particular, the use of Permitted Development and fenestration of the western elevation.

24/34 To confirm the Draft Minutes of the EPC Meeting held on 2 January 2024 are an accurate record

Prior to approval, a typo at the top of page 2 was corrected.

Resolved.

Action

24/35 Clerk's Report

1. An email was received from a resident asking for clarification on two questions in the Parish Household Questionnaire. Having conferred with the Chair (as the reply was time sensitive and could not wait for a Parish Council meeting), it was considered inappropriate to expand on questions, when some residents had already submitted responses. A response was sent to this effect, outlining that the views being sought were only a starting point for refreshing or writing policies and there were further stages of consultation.
2. Cllr Churchward had resigned from the Finance Working Party.
3. It was confirmed that Main Road through the village would be resurfaced during February, excluding the stretch between Exminster Garage and Tesco's and the roundabout outside the Royal Oak.
4. Teignbridge and Parish and Town Council's spring conference would take place on Tuesday 12 March between 16:00 and 19:00 at the Courtenay Centre, Newton Abbot.
5. Teignbridge District Council (TDC) was holding a Housing Stakeholder's event on Friday 8 March.
6. Cllr Connett had asked that Devon County Council (DCC) Highways suspend or remove the parking restriction outside the Victory Hall now that the Mobile Library Van would no longer visit.

The RFO reported the following on behalf of Cllr Connett:

7. County Finances – The Council Tax for DCC was likely to increase by 4.9% from April 1 2024. This was made up of the maximum 2.99% increase permitted by Government plus a 2% increase in the levy to support adult social care services.
The Year end overspend was estimated at £4.5M, with the overspend on the special educational needs budget predicted to reach a cumulative £165M. This deficit, under Government direction, would be carried forward to future years. The in-year increase was forecast to be just short of £40M.
8. South-West Exeter update – The Southern Spine Road through the development had been dropped from the Government funded Housing Infrastructure Funding (HIF) programme to deliver essential infrastructure for Matford. In a report to the DCC Cabinet on 10 January to confirm a £0.5M budget to deliver Alphington Village enhancements, DCC included a line to say that the Spine Road was now proposed to be delivered by the developers. Further details about this decision and its implications had been requested.

Action

One effect is that the “break” between Deepway Lane and Old Matford Lane, stopping it being a through route, would now be delayed.

9. Mobile Library – The service would end in February. A grant funding pot for communities to set up their own reading rooms or to buy books to help stock a village/parish library had been circulated to Clerks.

Cllr Churchward commented:

10. It was disappointing that neither of the Parish Council’s requests for safe cycle routes to Kennford or between Exminster Village and Matford Brook Academy had made it into the Local Cycling and Walking Infrastructure Plan.
11. Was there a progress update on the cycle lane signage or flower bed project? The Clerk would follow these up with DCC.

JD

24/36 To note receipt of the monthly Police report

Noted.

24/37 To agree to renew the annual subscription to Tozers Solicitors for their Council Legal Advice Service in the sum of £1,500 + VAT

Resolved.

The Clerk reported that over the past 12 months, queries relating to the Deepway Centre, Community Infrastructure Levy, land purchasing, council resolutions and stamp duty had been answered through the service.

24/38 To agree arrangements for the Annual Parish Meeting

The meeting was scheduled for Monday 11 March at 7pm in the Victory Hall.

Refreshments would be provided beforehand (cheese and wine).

Jeremy Pyne would be the main speaker on the Nature Recovery Project.

It was suggested that Emily Simpson-Horne was invited to provide a short update on Matford Brook Academy.

The Environment Working Party and the Chair would also give update reports.

JD

24/39 Update on Community Enabler Role

Cllr Churchward explained that it was a year since the role was originally identified and there had been limited progress.

Residents of Matford needed to be able to form their own groups and connections to create a community.

Cllr May explained there were community enabler roles across the country. The majority were funded by charities but the Parish Council was in the position that Community Infrastructure Levy (CIL) could be used to fund a bought in service for a defined term that could be reviewed, based on need.

Action

To date, Exeter Community Initiatives had been involved in discussions, but these had not reached a conclusion and an alternative delivery model had recently been identified at Sherford, assisted by Real Ideals. It was agreed that further research should be done on that model.

A proposal would be made at the Parish Council meeting on 19 February.

Cllr Wood offered to assist with the project.

JD

FINANCE MATTERS

24/40 RFO's report

1. Direct Debits during December 2023

	£
Natwest Bankline	7.60
Utility Warehouse	241.15
EE	35.98
NEST	341.60

24/41 Accounts for Approval

It was resolved to approve payments in the sum of £13,524.63.

HH

24/42 Draft accounts for December 2023

1. Budget Comparison Report

Cllr Wood noted the £20K "windfall" of interest and dividends over and above that budgeted for.

2. Balance Sheet

Cllr Wood noted that Reserves totalled £3.3M. Decisions about how these were invested needed to be considered.

24/43 To approve the budget for the 24/25 financial year

Cllr Wood summarised the report that had been circulated.

The recommendation had previously been discussed at the Parish Council meeting on 2 January and Finance Working Party meetings.

It was resolved to approve a total expenditure budget of £175,799 (net expenditure £162,044).

24/44 To approve the precept for the 24/25 financial year

In accordance with 24/43 it was resolved to request a precept of £162,044 from TDC calculating the band D equivalent precept as £86.55 per household. This represented a 0% increase on the band D household precept from the 2023/24 Financial Year.

HH

Action

The RFO was thanked for her work on the budget and precept.

The RFO thanked the Finance Working Party for its assistance.

24/45 To note that an overpayment of £39.00 for the annual clock maintenance was made to St Martins Church and that the amount would be deducted from next year's maintenance bill

Noted.

24/46 To refund the £410.00 erroneously paid to the Parish Council by Sillifant and Sons

Resolved.

24/47 To close and transfer the balance of the CCLA Milbury Reach Account (in the sum of £81,940.87) into the CCLA General Account

Resolved.

HH

24/48 Update from the Finance Working Party (FWP) on the recruitment of an additional member of staff

Cllr Wood thanked Cllr Churchward for her service on the FWP and hoped that she would consider joining again for the budgeting period next year.

It was confirmed that the appointment of another staff member had been included in the budget and the forecast to the year end had included recruitment costs.

A job description had been circulated for comments and work on a person specification and grading continued. Both would be discussed at the FWP meeting on Wednesday 24 January.

The importance of choosing the right person for the role over the urgency to appoint was emphasised.

A proposal would be made at the Parish Council meeting on 5 February.

JD

PLANNING MATTERS

24/49 Planning Applications

- 1. 23/01821/MAJ, Matford Home Farm, Matford - Reserved matters application for the approval of 245 dwellings and 1202sqm of commercial/employment space with associated roads, footways, parking, drainage, open space and landscaping (approval sought for appearance, landscaping, layout and scale) pursuant to outline planning permission 15/00921/MAJ (Outline planning application for demolition of existing buildings and for residential and commercial development (C3, E uses) (approval sought for access))**

Action

The Matford Working Party had considered the application and submitted a report. Cllr Churchward summarised the main findings:

- The housing was very dense.
- The roads were narrow but attractively paved. Unfortunately, they were not suitable for refuse lorries and therefore TDC had objected to this alongside the insufficient space for refuse per household.
- There were no bus stops on the Spine Road that also seemed very narrow.
- At the junction with Old Matford Lane, there was a significant level difference that had not been addressed.
- There was conflict between this application and the one for the electricity substation. The substation was proposed on the commercial area where local shops and facilities were proposed that were vital to the amenity of residents. Additionally, access to the commercial area would be difficult for large vehicles because of turning space. This would need to be addressed to ensure that deliveries could take place.
- There was only one play area in the whole site.
- There were only 21 visitors' parking spaces for 245 houses. This was considered inadequate.
- There was no approved cycle path on the main road to get to Matford Brook Academy from the site.

Concern about the future of the Suitable Alternative Natural Green Space on the site was expressed but, as there was a planning obligation to provide the land for the whole development and beyond, it was thought unlikely to be developed for housing.

It was noted that the Parish Council (and TDC) would lose a large amount of anticipated CIL if the development did not come forward.

It was resolved that the Parish Council would comment on the application by submitting the report as circulated with a covering letter outlining the points of concern.

KS/HH

2. 23/02100/HOU, 38 Glebelands - Dormer roof extension (retrospective)

The history of applications for this property and the Parish Council's previous objections were outlined. It was considered overbearing and would affect the amenity of neighbours. TDC had also refused a previous application. Work had taken place under permitted development rules, but TDC had now requested the applicant put in a full application.

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

Action

- This application does not include all changes that have been made to the property.
- The applicant should provide at least two offroad parking spaces within their dwelling boundary to offset the loss of the garage, which will improve general road safety, and particularly, to avoid parking conflict which leads to parking on pavements, thus forcing pedestrians into the road and adding to the difficulty of any emergency services vehicle needing access to Glebelands.
- Overlooking and loss of privacy to the householders at Pitthayes, 37 and 39 Glebelands is contrary to TDC Policy WE8 - Domestic Extensions, Ancillary Domestic Curtilage Buildings and Boundary Treatments.
- Visual appearance is not in keeping with similar bungalows of that row in Glebelands. The use of light grey cladding is not complementary to the roofline and contrary to EXM3 – Quality of Design, TDC Policies S2 – Quality Development and WE8 - Domestic Extensions, Ancillary Domestic Curtilage Buildings and Boundary Treatments.

HH

3. 23/02183/FUL, Amber Cottage, Kennford - Extension to existing commercial building for additional machinery storage

Cllr Goodey explained the background to the site and ownership of the land.

It was resolved to object to the application and comment as follows:

- The applicants should put in a planning application showing the definitive land ownership boundary.
- Removal of the hedgerow and trees is contrary to TDC Local Plan Policies EN8 Biodiversity Protection and Enhancement, EN11 Legally Protected and Priority Species and EN12 Woodlands, Trees and Hedgerows and does not meet the spirit of Exminster Neighbourhood Plan Policy EXM2 – Open Countryside.
- Assuming that the biodiversity issues above are rectified to the Biodiversity Officer's content, then to complement this it would be appropriate to consider the 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

4. 23/02150/FUL, Matford Home Farm, Matford Mews - Change of use of existing yard and building for the refurbishment, storage and sale of static homes for a further 2-years

Action

There were no objections for Highways and the application complied with Sustainable Development Criteria Policy S1 of the TDC Local Plan.

It was resolved that the Parish Council had no comments to make on the application.

HH

24/50 Planning Decisions

1. **19/01417/AMD1, Land At South West Exeter NGR 292209 89124, Matford - Non-material amendment (substitution of house types and amendments to layout) to planning permission 19/01417/MAJ for reserved matters details for layout, scale, landscaping and appearance, in respect of a proposal for 98 dwellings (Parcel 13 & 14) and associated infrastructure and open space associated with the outline element of hybrid application 15/00708/MAJ – This is a split decision – part has been approved and part refused.**

24/51 To instruct a valuation of the land adjacent to the Community Centre at Matford in the budget sum of £2000

Resolved.

The land was defined in the s106 agreement between Vistry (formerly Bovis Homes) and various parties dated November 2018 as the “Community Plus Land” and was immediately adjacent to the land on which the community centre and GP surgery were being built. The boundary had now been identified by Vistry allowing a more detailed valuation to take place than that carried out by the District Valuer in 2022.

HH

24/52 To discuss the implications on Deepway Lane following Devon County Councils recent decision to redirect the Housing Infrastructure Fund (HIF) grant

Cllr Connett was thanked for bringing this to the attention of the Parish Council in his recent email.

A copy of the redacted HIF bid document had been circulated to Councillors for information.

Cllr Goodey explained that the purpose of HIF was to break the vicious cycle of infrastructure following development when it should be preceding it. By putting the responsibility of delivery of the Spine Road at Matford back into the hands of the developers there was no certainty if or when it would be completed.

It was felt that DCC were being pressurised by the unrealistic time constraints imposed with the funding considering COVID and the cost-of-living crisis. This had impacted the delivery of the community centre and GP surgery and ongoing proposals regarding the electricity substation.

Action

It was agreed that Cllrs Wood and Goodey would draft a letter to the Department for Levelling Up on behalf of the Parish Council to highlight the issues that were being caused by the pressure to spend the funding and to ask for an extension on spending until 2030. The letter would be copied to MP Mel Stride.

JG/AW

The letter would be on the agenda for the meeting on 5 February.

JD

24/53 To note any planning matters regarding the Matford development

1. Planning

No update.

2. Community Centre

No update.

ENVIRONMENTAL MATTERS

24/54 To receive a report regarding the Local Nature Recovery Strategies (LNRS) and agree the recommendation to invite the Environment Working Party to:

- 1. Attend the Wild about Devon Forum in February 2024**
- 2. Consider assisting in the development of a web version of the LNRS,**
- 3. To take part in the consultations on the Devon Local Nature Recovery Strategy**

Resolved.

It was confirmed that the Parish Council had committed to the Local Nature Recovery Strategy 18 months ago.

The circulated report mentioned purchasing land specifically to provide wildlife habitats. There was concern that this may prohibit access to humans. It was confirmed that each Parish was able to set its own rules regarding access, as appropriate. For example, dogs must be on leads.

24/55 Councillors' Reports – for information only

- Cllr Churchward had received a letter regarding the re-submission of a planning application for the apartments on Chudleigh Road, seeking further comments by 2 February. The Clerk confirmed that the application had been received by the Parish Council and an extension to respond would be sought until after the meeting on 5 February.
- Cllr Nuttall had contacted Richard Kingsley-Smith from DCC regarding traffic issues in the village and had arranged a meeting with him later this week.

HH

Action

24/56 Public Open Session – (Maximum 10 minutes)

No comments.

The meeting closed at 20:45

Date of next meeting: Monday 5 February at 19:00 in the Victory Hall Annexe

Signed:.....Kevin Smith..... Date:.....05/02/2024.....

	Budget	Dec-23	YTD	% Budget	Notes for December
11 Precept	152785		152785	100%	
21 Interest on NatWest	12000	4035	28113	234%	
23 Interest on Unity Trust	408	609	1689	414%	
28 Dividend on CCLA Milbury Reach Funds	728	351	2859	393%	
29 Dividend on CCLA General Fund	393	189	1540	392%	
31 Leases, Wayleaves, Cemetery and	2173		878	40%	
32 Refunds					
33 Miscellaneous		1	410		
35 Grant Income			10000		
42 Footpaths			1900		
50 Community Infrastructure Levy	954298		937411	98%	
Total Income	1122785	5186	1137586	101%	
1001 Bowling Green	1721	109	1513	88%	
1002 Crockwells Meadow	5671		4449	78%	
1003 Deepway Green General Maintenance	7742	797	6764	87%	
1004 Dryfield	1473	169	1127	76%	
1006 Public Toilet	1193	55	880	74%	
1007 Spurfield	3237	124	2919	90%	
1008 Townfield	1442	93	1144	79%	
1009 VH Flower Beds	111		161	145%	
1010 VH Surrounds	434		495	114%	
1011 Non EPC Owned Amenities	1116	804	1601	143%	Some of this to be TX to CIL expenditure at Year End
1012 Existing Asset Maintenance	12604	1335	15850	126%	
1013 Primrose Bank and Planter	186		186	100%	
1014 Hospital Drive	2976	186	2707	91%	
1015 Minster Park Surrounds	1113		312	28%	
1016 Tree Contract (Annual survey report)	885		885	100%	
1017 Green Spaces Group	500		310	62%	
1018 Environmental Initiatives	500				
1019 Maintenance Contract Contingency Planning					
4001 Cemetery	2378	264	2172	91%	
4007 Wilderness	600	140	357	59%	
Total Amenities	45882	4074	43831	96%	
3001 Parish Clerk	21598	2756	16904	78%	
3002 Deputy Clerk/RFO/Communications	28899	3918	23844	83%	
3003 Caretaker/Litter Picker	6600	571	5126	78%	
3005 Locum Clerk/RFO/Other Staff	7000				
Total Staff	64097	10022	45874	72%	
4002 Footpaths		217	1586		

	Budget	Dec-23	YTD	% Budget	Notes for December
4005 Lot 9 Play Equipment Maintenance					
4013 General Asset Maintenance Sinking Fund	28000	2855	4500	16%	
4018 Grants obtained through EPC					
4020 Community Infrastructure Levy Projects			10615		
4021 Milbury Reach S106 Funds					
4022 Village Infrastructure (C Plan) projects					
4023 Green Spaces Group Donations					
4024 Neighbourhood Development Plan Refresh		3294	7616		
Total Ringfenced	28000	6366	24317	87%	
5001 Community Small Grants	2500		890	36%	
Total Non s137 Grants	2500		890	36%	
6001 Audit Fees	1900		2700	142%	
6002 Legal and Professional Fees	5250		172	3%	
6003 Chairman's Expenses	488	150	200	41%	
6004 Room Hire	1492		634	42%	
6005 Insurances	3000		2479	83%	
6006 Bank Charges inc Bankline	101	8	52	52%	
6007 Members' Expenses & Training	1500		365	24%	
6008 Staff Expenses & Training	1000	146	403	40%	
6009 General Subscriptions	1483		1400	94%	
6010 Postage & Telephones	945	84	361	38%	
6012 Office Supplies/Maintenance	1000	82	374	37%	
6014 Payroll running costs	252		180	71%	
6015 Software Subscriptions	2168	176	1029	47%	
6016 Election costs			328		
6017 Community Plan Refresh					
6018 Publications	1000		826	83%	
6019 Matford Planning Support					
9001 VAT input tax					
Total General Administration	21579	645	11501	53%	
Total Expenditure	162058	21106	126413	78%	

31/03/2023		31/12/2023
£	Current Assets	£
1,761	VAT Recoverable	5,787
	Debtors	1
3,125	Payments in Advance	2,105
2,275,674	Cash in Hand and at Bank	3,280,322
2,280,560	Total Current Assets	3,288,215
2,280,560	Total Assets	3,288,215
	Current Liabilities	
3,145	Creditors	648
	Receipts in Advance	
3,145	Total Current Liabilities	648
2,277,415	Total Assets Less Current Liabilities	3,287,567
	Represented by	
85,572	General Fund	158,397
1,747,108	Community Infrastructure Levy	2,673,904
208,242	Infrastructure Fund	208,242
310	Footpaths	841
	Milbury Reach S106	
169,307	Assets Sinking Fund	169,307
56,000	Grounds Maintenance Contingency	56,000
436	Green Spaces Group Donations	436
	Neighbourhood Development Plan Grant	10,000
10,441	Community Café Support	10,441
2,277,415	Total Reserves	3,287,567

31/03/2023		31/12/2023
£		£
	Income	
935,125	Community Infrastructure Levy	937,411
600	Footpaths Grant	1,900
	Grant Income	10,000
11,471	Income from Investments	34,202
14,890	Other Income	1,288
146,354	Precept	152,785
1,108,440	Income Total	1,137,586
	Expenditure	
41,231	Amenities	44,269
300	Community Grants (not s137)	250
6,280	Community Infrastructure Levy	10,615
1,561	Community Plan Projects	-
448	Footpaths	1,586
14,561	General Administration	11,934
6,237	Ring Fenced Payments	12,116
1,387	S137 Payments	790
50,717	Staff Costs	45,874
122,722	Expenditure Total	127,434
60,892	General Fund Balance at Year Start	85,572
1,108,440	Add Total Income	1,137,586
122,722	Deduct Total Expenditure	127,434
- 961,038	Transfer to/from reserves	- 937,327
85,572	General Fund Balance at Period End	158,398

1 Direct Debits in 12/2023

	£
NatWest Bankline	7.60
Utility Warehouse	241.15
EE	35.98
NEST	341.60

2 Erroneous Receipt

Silifant and Sons have erroneously paid the Parish Council £409.00 for a burial in the churchyard and also sent a further £1 test payment. A repayment has been set up on bankline to be authorised with the current set of payments for approval.

3 Error in payment to Church regarding Clock

When re-imbursing the Church for the cost of the annual clock maintenance I accidentally included VAT in the sum of £39.00, leading to an overpayment of the same amount. Instead of requesting a refund, it is suggested that £39.00 could be taken of next year's (net) payment.

4 CCLA Accounts

The Parish Council currently has 2 accounts with CCLA. Initially, one was designated and named Milbury Reach as it held the £75,000 s106 funds and the other was a general fund containing £40,000. It is suggested, for ease of administration, that all the funds in the Milbury Reach account are transferred to the general account so that only one account is held with CCLA. This has no impact on the Financial Services Compensation Scheme as it does not apply to Parish Councils.