

Chairman: Kevin Smith

Action

24/266 Present

Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr Nicola Guagliardo (NG), Cllr Cllr Lisa May (LM), 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)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 8

24/267 Apologies received from

Sarah Ladyman (SL) – work commitment

24/268 Declaration of interest on agenda items

Cllr Smith declared an interest in item 24/278 as a Trustee of the Deepway Centre and would leave the meeting for the duration of the item.

24/269 Public open session (maximum 10 minutes)

1. A resident introduced himself as the applicant of one of the planning applications on the agenda.

24/270 To confirm the draft minutes of the Exminster Parish Council meeting held on 7 May 2024 are an accurate record

Resolved.

24/271 Clerks report

1. A report had been received of earth moving and ramps being created on land behind Eager Way, owned by Teignbridge District Council (TDC). The Clerk reported this to TDC who will remove the wooden ramps and reinstate.
2. Papers for Parish Council meetings are now accessible to Councillors on Teams.
3. A section of Footpath13a (off Chudleigh Road) was being diverted due to ongoing development at Matford. The Clerk explained the diversion.
4. An email had been received from resident objecting to the planning application for 37 Oak Close. It had been forwarded to Cllr Churchward.
5. Devon County Council (DCC) had advised that works to install CCTV at Matford roundabout was taking place. Traffic disruption was possible during the commissioning.

Action

6. Cllr Wheatley had stepped down from his role as Lead Councillor for Property and Amenities. Cllr Smith would take the role on and the nomination process would be on the next agenda. Cllr Smith thanked Cllr Wheatley for his time in the role

JD

7. TDC was consulting on Planning Application Validation Guides until 30 June. Cllr Churchward would look at the document. To be discussed at a future meeting, if required.

SC/JD

24/272 To note receipt of the monthly Police report

Noted.

There appeared to be a sharp increase in the level of crime during April. The Clerk would check whether the reporting regime had changed.

[Subsequently, it emerged that the figures in the April report were year to date figures and not for the month of April].

JD

Cllr Goodey noted that local police were offering to give cybercrime advice at Parish Council meetings. Details of the scheme would be passed to the Clerk for potential inclusion at a future meeting.

JG/JD

24/273 To agree the reviewed Community Resilience Emergency Plan

The Clerk explained the amendments.

It was resolved to approve the revised plan.

JD

24/274 To discuss the feasibility of placing signs that highlight local services on the highway at both entrances to the village

Cllr Guagliardo explained his idea to promote the services and businesses in the village with signs at the two junctions with Sannerville Way.

Initially, there would be an information gathering exercise with the businesses in the village to understand the level of interest in the idea.

The Clerk explained that there would be a process to be followed to allow signs to be sited on the highway.

It was agreed that the project would be taken forward by Cllrs Guagliardo and Wood.

NG/AW

24/275 To approve the sum of £150 plus VAT to engage an HR company to review six of the Councils staff policies

Resolved.

JD

Action

24/276 To consider starting cluster meetings with Shillingford PC, Kenn/Kennford PC and Alphington Ward to ensure communications continue with regard to major local developments that affect all parishes

TDC had recommended setting up cluster meetings with adjoining parishes to offset the loss of Teignbridge Association of Local Councils (TALC).

TDC had indicated an intention to hand-down some discretionary services to Parish Council level across the district. The clusters could focus on local issues to share information and raise awareness.

Cllr Goodey recommended limiting the cluster to Shillingford, Kenn/Kennford and Exminster since Alphington Ward was not within the district and had more affinity with Longdown, Whitstone and Ide. Shillingford would share the Peamore and West Exe development with this parish and would also have the Markham Village development. It was considered that this cluster would have a strong voice when dealing with TDC's Local Plan implementation.

It was agreed that this would be beneficial and resolved to send a formal invitation to the Kenn/Kennford and Shillingford Parishes for an initial meeting.

JD/SC/JG

24/277 To receive and consider the Internal Auditor's report

The RFO noted comments on the report regarding the recent amendments to the National Association of Local Councils (NALC) Financial Regulations, consideration of inclusion of the insurance value on the Assets List (it was noted that this was routinely done within the finance software but not published on the website) and advising the External Auditor of the significant variances between the figures for the last two financial years (this is routinely done as part of the submission of the Annual Governance and Accountability Return). There were no actions to be taken as a result of the report.

There were no comments from Parish Councillors.

It was resolved that the report had been received and considered.

PROPERTY AND AMENITIES MATTERS

24/278 To further consider a request from the Deepway Centre Trust (DCT) to use land adjacent to the Deepway Centre, near the road, as a temporary fenced off area, for preschool whilst turf is being laid on their enclosed garden

Having declared an interest, Cllr Smith left the meeting and Cllr May took the Chair for this item.

The Clerk had taken legal advice on the arrangements and had been advised that as it was a short-term matter, an exchange of emails would be sufficient to protect the Parish Council's position and create a binding agreement. A report outlined 5 caveats that would need to be agreed by the DCT.

- To maintain the area during the period of use
- To complete a risk assessment (This had already been done by the Pre-school)
- No storage of hazardous materials

Action

- Confirmation of Public Liability Insurance
- To return the land to the original condition.

It was resolved to approve the request subject to the aforementioned caveats.

JD

24/279 To accept a quote of £1050 plus VAT to undertake work on 3 lime trees in Hospital Drive as per the recent Arboriculture's report.

Resolved.

JD

FINANCE MATTERS

24/280 Update from Finance Working Party (FWP) meeting on 15 May

The recording of the meeting had been circulated to give all Councillors the opportunity to hear the discussion.

1. Community Infrastructure Levy (CIL)

TDC had changed its guidance on acceptable CIL expenditure. The new guidance stated that CIL had to be spent on infrastructure required for new development only. This became apparent when the RFO submitted the CIL report to TDC for the 2023/24 Financial Year and some of the expenditure was challenged.

The following points were addressed in the letter:

- The revised guidance was retrospective.
- The action appeared to be in response to the CIL five-year rule but was not proportionate and no consultation had taken place.
- The increase in homes in the Parish had increased by 142% since the early nineties. The use of CIL was crucial to address the infrastructure imbalances in Exminster village.
- An offer was made to the TDC's head of finance to meet with Cllr Wood on a peer-to-peer basis as both were qualified under the umbrella of Chartered Accountants.
- It was important to settle this issue for all residents due to the potential commitment of CIL to projects identified in the Neighbourhood Development Plan refresh.

No amendments were proposed to the draft letter.

It was unanimously resolved to send the letter to TDC's Managing Director and Leader of the Council, copying Mel Stride MP.

JD

2. Overtime for the Clerk

The clerk worked an additional 19 hours in March. The FWP recommended supporting the claim to pay the additional hours.

Resolved.

Action
HH

3. Pay in lieu of holiday for the Deputy Clerk/RFO

Due to a heavy workload at the end of the 2023/24 financial year Council had allowed the Deputy Clerk to carry over two weeks of holiday. Due to the practicalities of training a new member of staff and the Due Diligence taking place it would not be feasible to take the additional leave in this financial year. The FWP recommended payment for the two weeks not taken.

Resolved.

A close eye will need to be kept on the situation and avoid the unintended consequences of trying to keep to the budget and finding that all the work is not done.

HH

4. Performance review increment for Clerk and Deputy Clerk/RFO – due 1 April 2024

The performance reviews would take place in June and the outcome considered at the first meeting in July. Apologies were extended to the Clerk and Deputy Clerk for the delay.

The review of grading following the appointment of the new member of staff would be considered at the same time.

HH/LM/KS

24/281 To receive nominations and appoint members to the Finance Working Party

It was resolved to appoint Cllr Guagliardo.

24/282 RFO's report

1. Direct Debit payments during April

	£
NatWest Bankline	7.60
Utility Warehouse	364.57
EE	38.81
Communicate Better	-409.54
NEST	233.72

24/283 Payments for approval

It was resolved to approve payments in the sum of £8,118.40.

HH

24/284 Draft accounts for April

1. Budget Comparison Report

Noted.

2. **Balance Sheet**
Noted.
3. **CIL receipts**
Noted.

PLANNING MATTERS

24/285 Planning applications

1. [24/00377/HOU | Single and two storey extensions and changes to the external finishes | Southerley Rise Little Silver Lane Matford Devon EX2 8XZ \(teignbridge.gov.uk\)](#)

Cllr Churchward had circulated a report outlining the application.

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

- i Working times and a waste management plan should be provided to ensure that all is dealt with in a sustainable way from the outset of the development including any groundworks, construction and finishing off.
- ii It would be appropriate to include biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats to meet Exminster Parish's Environment Policy.

2. [24/00703/HOU | Demolition and removal of existing workshop/store and static caravan and replacement with a new workshop/garage and outbuilding | Southerley Rise Little Silver Lane Matford Devon EX2 8XZ \(teignbridge.gov.uk\)](#)

Cllr Churchward had circulated a report outlining the application.

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

- i The replacement curtilage building shall not be used or occupied at any time other than for purposes ancillary to the residential use of the host dwelling and shall not be used, let, leased or otherwise disposed of for any other purpose or as a separate unit of accommodation.
- ii Westerly side of the summer house / ancillary building overlooking the neighbouring dwelling should have privacy glazing.
- iii Working times and a traffic management plan for contractors should be agreed with neighbours and a waste management plan should be provided to ensure that all is dealt with in a sustainable way from the outset of the development including any groundworks, construction and finishing off.
- iv It would be appropriate to include biodiversity enhancement measures as per recommendations in the Ecology Report by Eco Logic in April 2024 to meet Policies EN8 Biodiversity Protection and Enhancement and EN11 Legally Protected and Priority Species and Exminster Parish's Environment Policy to provide bat, bee, bird, hedgehog and insect habitats.

Action

3. [24/00638/HOU | Retrospective planning approval for rear single storey extension & decking | 17 Miller Way Exminster Devon EX6 8TH \(teignbridge.gov.uk\)](#)

The height of the decking reduced the function of the boundary fence with a consequential loss of privacy and amenity to neighbouring properties.

It was resolved to object due to the height of the raised decking and to comment that it would be appropriate to include biodiversity enhancement measures such as bee, bat, bird, hedgehog and insect habitats in any development to meet Exminster Parish's Environment Policy.

4. [24/00674/HOU | Single storey side extension | 37 Oak Close Exminster Devon EX6 8ST \(teignbridge.gov.uk\)](#)

Car parking would be reduced to one off-road space. There appeared to be no space alongside the extension to access the back garden and this may be considered a fire risk.

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

- i Widen the drive to hold two vehicles.
- ii There should be sufficient space between the extension and the neighbouring property for access to the rear garden.
- iii Working times and a traffic management plan should be in place to reduce the impact on neighbours and other users of Oak Close during preparation, building and finishing off processes.
- iv All waste material is to be dealt with in a sustainable way from the outset of the development including any groundworks, construction and finishing off.
- v It would be appropriate for the applicant to use sustainable materials wherever possible and incorporate renewable energy generation.
- vi It would be appropriate to include biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats to meet Exminster Parish's Environment Policy.

5. [24/00701/TPO | T1 Birch: Fell and T2 Cypress: Fell G3 Mixed species: Repeat the established cycle of management \(pruning\) | Land To The Rear Of And Garden Of \(along The Powerline Corridor\) 40 Crockwells Close Exminster EX6 8DL \(teignbridge.gov.uk\)](#)

It was noted that the Parish Council had not been approached regarding any work in the adjacent Wilderness.

It was resolved to support the application.

6. [24/00663/HOU | Roof alteration works including new and replacement dormer windows to North and South elevations and single storey replacement side extension | Pitthayes Main Road Exminster Devon EX6 8AP \(teignbridge.gov.uk\)](#)

CLlr Churchward had circulated a report outlining the application.

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

Action

- i Working times and a traffic management plan would be very useful to reduce the impact on neighbours and other users of Main Road during preparation, building and finishing off processes.
- ii The new windows on the 2nd floor to be opaque to maintain the privacy and amenity of occupants in 39 and 40 Glebelands and the top flat of Steps.
- iii All waste material is to be dealt with in a sustainable way from the outset of the development including any groundworks, construction and finishing off.
- iv It would be appropriate for the applicant to use sustainable materials wherever possible and incorporate renewable energy generation.
- v It would be appropriate to include biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats to meet Exminster Parish's Environment Policy.

7. [24/00552/HOU | Front single storey extension | 8 Sentrys Orchard Exminster Devon EX6 8UD \(teignbridge.gov.uk\)](#)

The property was situated in a corner and therefore it would be important to ensure that the works did not inconvenience neighbours.

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

- i Working times and a traffic management plan would be very useful to reduce the impact on neighbours and other users of Sentrys Orchard during preparation, building and finishing off processes.
- ii The new toilet window to be opaque to maintain the privacy and amenity of occupants in both 8 and 6 Sentrys Orchard.

HH

24/286 Planning Decisions

Noted as listed beneath.

1. 23/01894/FUL, 6 Exe View, Townfield - Division of existing house to create two dwellings – **GRANTED**
2. 23/01881/HOU, 32 Crockwells Close - Single storey rear extension and alterations to front elevation – **GRANTED**
3. 19/01778/AMD1, Land At South West Exeter NGR 291652 89142, Markham Lane - Non-material amendment (amendments to layout) relating to Parcel 16a on planning permission 15/00708/MAJ for outline residential development, mixed use local centre (Use Classes A1, A2, A3, A4, A5, D1, B1), education facilities and sport and recreation, land for community buildings (Use Class D2), open space, Suitable Alternative Natural Green Spaces (SANGS), Sustainable Urban Drainage Systems works, new access and highways infrastructure including a bridge and related works (approval sought for access) - **APPROVAL OF NON-MATERIAL AMENDMENT**

Action

SOUTH WEST EXETER DEVELOPMENT

24/287 To gain Council's agreement to investigate provision of a regular Community Bus Service to convey residents / children between locations in Exminster Parish and the new sports and drama facilities at Matford Brook Academy (MBA).

The Parish Council was concerned about residents in Exminster village being able to access the facilities at MBA safely and sustainably. This was especially relevant as the Parish Council was currently working to secure a community access agreement for facilities that were difficult to travel to without a car.

It was suggested that the service could be funded by CIL. However, as TDC's guidance on CIL expenditure had changed, it was felt inappropriate to discuss this item further until clarification had been received.

24/288 Update on matters relating to the SWE development

No matters to report.

24/289 Councillors reports – for information only

1. Cllrs Churchward and May would be proposing a data sharing agreement and a letter of agreement with Real Ideas on the next agenda. It was suggested that legal advice may need to be sought on this that the Clerk would arrange.
2. Cllr Wood reported that there were 3 new volunteers for the Neighbourhood Development Plan, including the first one for the Matford development.
3. Cllr Wood requested an update from the Clerk on the recording of meetings.
4. Cllr Guagliardo reported that he had made a subject access request to DCC regarding a personal matter and discovered that he had been referred to as a Councillor in one instance and wanted to make Council aware of this.
5. Cllr Goodey would investigate a locked gate on the footpath from the RSPB car park through to Turf Lock.

SC/JD

JD

JG

24/290 Public open session (maximum 10 minutes)

No comments.

24/291 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 292 and 293 (part II) having due regard to the confidential nature of the business to be transacted

Resolved.

PART II

24/292 To agree the notes of the part II meeting held on the 7 May 2024

24/293 Progress on Due Diligence

Refer to part II notes.

Action

The meeting closed at 21:05

Date of next meeting Monday 3 June 2024 at 19:00 in the Victory Hall

Signed:.....Kevin Smith.....

Date:.....3 June 2024.....