

Chairman: Kevin Smith

Action

24/294 Present

Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr Nicola Guagliardo (NG), Cllr Sarah Ladyman (SL), 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), Kevin Lake (KL)

Public: 1

24/295 Apologies received from

Cllr Lisa May (LM) – personal reasons
Devon County Councillor Alan Connett

24/296 Declaration of interest on agenda items

None declared.

24/297 Public open session (maximum 10 minutes)

1. Councillors were reminded to speak up as it was difficult to hear in the public gallery.

24/298 To confirm the draft minutes of the Exminster Parish Council meeting held on 20 May 2024 are an accurate record

Resolved.

24/299 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett was not present but had sent the following report:

1. Efforts to have the abandoned car on Farmhouse Rise removed continued.
2. Devon County Council (DCC) Highways would inspect the hedge on Days Pottles Lane following complaints that its growth was narrowing the lane.
3. The Public Transport team at DCC had been asked to look into the possibility of the B Bus stopping at or near the Devon Hotel to allow children from Exminster Village to alight and walk to Matford Brook Academy (MBA).
4. There was no further update on the opening date of MBA.

24/300 District Councillors Report on items other than those on the agenda

Teignbridge District Councillor Kevin Lane reported:

Action

1. DCC Highways had advised the resident at Westhaven of purchase details for the bollard that could be installed, and authorised contractors.
2. Approval was awaited for the extension to the double-yellow lines in Milbury Lane.
3. Reports of reduced visibility at junctions due to overgrown vegetation would be followed up with DCC Highways.

Teignbridge District Councillor Charles Nuttall had no matters to report.

24/301 Chair's Report

Due to the resignation of the Finance and Administration Clerk, recruitment for a replacement had started.

The vacancy had been advertised with a new job title (Administration and Finance assistant) and revised job and person specification drawing on experience of the previous recruitment process.

Applications closed on 5 July with interviews to take place during the week beginning 15 July.

A proposal would be brought to the next Parish Council meeting to delegate authority for the Clerk in consultation with the Chair and Councillors on the interview panel to make the appointment as soon as possible following interviews.

24/302 Clerk's Report

1. It was clarified that the figures quoted from last month's police report were annual and not monthly figures.
2. Exminster Methodist Church's Outlook publication for June 2024 had been circulated.
3. The Victory Hall Trust AGM would take place on Tuesday 2 July at 19:30 in the Victory Hall Annexe.
4. The Mayor of Ashburton had extended an invitation to Parish Councillors to attend a service on Sunday 9 June at St Andrew's Church in Ashburton to celebrate the start of their year in office.
5. A response to the letter regarding Community Infrastructure Levy (CIL) sent to Teignbridge District Council (TDC) following the last Parish Council meeting had been received. Further clarification on the legal advice received by TDC had been sought but was not deemed specific to the issues that the Parish Council had raised and therefore would not be released to the Parish Council. TDC was keen to keep lines of communication open regarding CIL projects and were developing a policy for CIL expenditure. TDC was keen to see the CIL advice that the Parish Council was relying on. Cllr Wood would draft an email in response.

AW/HH

6. An acknowledgement was received from Mel Stride MP regarding the CIL letter mentioned above, noting that Phil Shears, Managing Director of TDC, had responded.

Action

7. Vanessa Pestrige from connect was organising a community event on 6 July at Deepway Green and had enquired whether a member of the Neighbourhood Development Plan (NDP) working party would like to attend to chat with residents and update them on the next steps of the NDP refresh. Several councillors were attending the event with other organisations, and it was suggested that a Parish Council stall could be set up whereby councillors could answer any questions relating to the work of the Parish Council in general. Cllrs Smith, Churchward and Wheatley would be in attendance on the day

KS/SC/GW/JD

8. Alphington Village Forum's AGM and Open Meeting would take place on Tuesday 4 June in Alphington Village Hall at 7pm.

24/303 To note receipt of the May Police report

Noted.

24/304 To agree the reviewed Risk Assessment

Deferred until 1 July.

JD

24/305 To agree the reviewed Business Continuity Plan

Deferred until 1 July.

JD

24/306 To agree the following amendments to the Staff procedures and policies

1. Disciplinary procedure

Resolved.

2. Grievance policy

Resolved.

3. Maternity, Paternity, Adoption policy

The Clerk drew attention to the advice received from the HR company who had reviewed the document, which was to give the same benefits to an employee on Adoption leave that is currently given to an employee on Maternity leave. This would give consistency and also ensure that any legal requirements are fulfilled. It was agreed that this should be included in the Parish Council's policy.

Resolved.

4. Sickness Absence policy

Clarification was needed on pay arrangements in the case of a phased return to work following receipt of sick pay.

JD

24/307 To note the following policies have been reviewed with no amendment

Action

1. Equality Diversity policy

Noted.

24/308 To update Council on matters relating to the following Trusts:

1. Victory Hall Trust

- Caroline Aird was the Chair of the Trust and all Trust positions were filled.
- The AGM would be held on 2 July.
- Current projects included finishing the kitchen.
- Trustees were trying to generate more interest in the hall and were attending local community events to raise awareness.

2. Deepway Centre Trust

- Andy Smith was the Chair of the Trust. There were currently 2 vacancies on the Trust.
- The AGM was held on 22 April.
- Current projects included redecoration of the interior of the centre and the refurbishment of the garden area.

24/309 To approve the Annual Governance Statement for the 2023/24 Financial Year (AGAR section 1)

Each statement was read out and approved with the exception of question 9 that was not applicable.

The statement was signed by the Chair and Clerk.

Resolved.

HH

24/310 To approve the Statement of Accounts for the 2023/24 Financial Year (AGAR section 2)

The statement had been signed by the RFO prior to circulation in mid-May.

Following approval, the Chair signed the statement.

Resolved.

HH

PROPERTY AND AMENITIES MATTERS

24/311 To approve Cllr Smith to be appointed as joint Lead Councillor for Property & Amenities

Resolved.

FINANCE MATTERS

24/312 Payments for approval

It was resolved to approve payments in the sum of £1836.13.

Action

HH

PLANNING MATTERS

24/313 Planning applications

1. [24/00763/MAJ | Removal of conditions 4 and 5 on permission 06/08216/MAJ \(Change of use and conversion of existing barns to 12 holiday let units\) relating to the buildings being occupied for holiday use, to enable permanent residential use | Numbers 1-12 Pottles Barns Days-Pottles Lane Exeter Exminster Devon EX6 8BB](#)

This would provide two-bedroomed accommodation that was not currently available in the Parish.

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

- i There were no gardens or allotments to provide outdoor amenity, allocated parking provision for residents or visitors to service all 12 units. Shared amenity space should be created.
 - ii There was no mention of foul or surface waste management in the planning documentation. Long-term residency required a more robust solution to short holiday lets.
 - iii 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.
 - iv Residents of Exminster Parish should be given priority for these units, as with any affordable housing.
2. [24/00786/TPO | T4476 - Lime - Remove major hazardous deadwood overhanging footpath T4480 - Lime - Remove major hazardous deadwood overhanging footpath, reduce side of norther crown aspect by 2 metres with a maximum diameter of cut of 60mm, remove 2x 75mm lateral branches which arise from a subdominant parent stem at 6m above ground level over the north eastern aspect | Footpath To North Lodge And Verges Ngr 294007 88124 Road To North Lodge Exminster Devon EX6 8TB](#)

The application was from the Parish Council and related to minute 24/279 on 20 May.

It was resolved to support the application.

HH

24/314 Planning decisions

Noted as listed beneath:

1. **24/00668/HOU, 69 Brownlees - Conversion of existing garage to habitable space and single storey rear extension - GRANT OF CONDITIONAL PLANNING PERMISSION**

Action

2. **23/02100/HOU, 38 Glebelands - Dormer roof extension (retrospective) - REFUSAL OF PLANNING PERMISSION**
3. **24/00552/HOU | Front single storey extension | 8 Sentrays Orchard Exminster Devon EX6 8UD (teignbridge.gov.uk) - PERMISSION GRANTED**
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 – GRANTED**
5. **15/01331/AMD2, Land and buildings at NDR 292086 88726, Alphington – Non-material amendment (change the wording within the LEMP) to planning permission 15/01331/MAJ for hybrid application comprising: Full application for conversion of the existing threshing barn and associated linyay to form three dwellings and erection of 16 new dwellings with associated landscaping and access and outline application for dwellings including four gypsy and traveller pitches and public open space (approval sought for access) – APPROVED**

SOUTH WEST EXETER DEVELOPMENT

- 24/315 Update on matters relating to the SW Exeter development**
Work continued on the Due Diligence for the Community Centre.

ENVIRONMENT MATTERS

24/316 Councillors reports – for information only

1. Cllr Nuttall reported that he had received traffic data from Richard Kingsley-Smith (DCC Highways). He was meeting with Richard Kingsley-Smith to discuss it before circulating the results.
2. Cllr Churchward reported that the Environment Working Party would meet on Thursday 6 June to discuss the Environment Policy.
3. Cllr Goodey reported that DCC had received the revised landfill application for lower Brenton Farm. The original comments submitted to the application would stand and only comments on the revisions could be made.

24/317 Public open session (maximum 10 minutes)

No comments.

24/318 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 319 - 322 (part II) having due regard to the confidential nature of the business to be transacted

Resolved.

PART II

- 24/319 To agree the notes of the part II meeting held on the 20 May 2024**
- 24/320 To review the Community Use agreement**
- 24/321 To review and consider acceptance of a quotation for structural opinion**
- 24/322 Update on Due Diligence**

The meeting closed at 20:42

Date of next meeting Monday 17 June 2024 at 19:00 in the Victory Hall

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

Date:...17 June 2024.....