

MINUTES

Chair: Kevin Smith

Action

24/426 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)

Public: 1

Staff in attendance: 1

24/427 Apologies received from

Cllr Sheila Churchward (SC)

24/428 Declaration of interest on agenda items

None declared.

24/429 Dispensation requests regarding Code of Conduct

None received.

24/430 Public open session (maximum 10 minutes)

No comments.

24/431 To confirm the draft minutes of the Exminster Parish Council meeting held on 5 August 2024 are an accurate record

Resolved.

24/432 Clerks report

1. The date for the Scout Firework display was confirmed as Friday 8 November.
2. Devon County Council (DCC) correspondence advised that the Mobile Boost scheme had recently re-opened with a further £430,000 investment to fund additional installations. This had been advertised on Facebook.
3. A letter outlining Devon and Cornwall Police's local response to the recent national unrest had been circulated and published on Facebook.

Action

4. The Parish Council's Cemetery (title number DN757212) had now been formally registered with Title Absolute.
5. DCC had made an order for a 6-month temporary closure of footpath13a to enable the construction of a new pedestrian bridge and associated earthworks.
6. The Chair would attend the licensing service of the new Vicar on 9 September at 7.30 as a representative of the Parish Council. Other Members were welcome to attend.
7. The Mayor of Dawlish had extended an invitation for a Member to attend the annual Civic Service on 15 September. The Chair was unable to attend.
8. Teignbridge District Council (TDC) had been asked to renew the illegible car park notice sited on the wall of the Public Toilet. The work would be considered when the budget was available in April 2025. It was confirmed that although the sign could not be read, it was not causing an issue and it should be left for TDC to replace rather than the Parish Council. TDC to be contacted again in the next financial year.
9. Patching work would close Sannerville Way on Thursday 3 and Friday 4 October. The diversion route was through the village.
10. Days Pottles Lane would be closed for water meter work from 9-11 September and for Airband work between 14-16 October.
11. Councillors were welcome to attend the TDC Local Plan hearing in the public gallery. The Clerk had a schedule of sessions.
12. The Boardwalk across Crockwells Meadow had been closed due to safety concerns. A contractor would be attending to ascertain the feasibility of repairing it. To be advertised on Facebook.

HH

24/433 To note receipt of the monthly Police report

Noted.

24/434 To note that the following Terms of Reference have been reviewed with no material changes

1. Complaints Committee

Noted.

JD/HH

2. Environment Working Party

Noted.

JD/HH

24/435 To agree amendments to the following Terms of Reference

1. Green Spaces Working Party

Action

References to the Lead Councillor had been removed following discussion at the Parish Council meeting on 5 August.

It was resolved to approve the amendments in the document as circulated and include the requirement that meeting notes are produced and distributed within 10 working days.

JD/HH

2. Community Resilience

It was resolved to approve the amendments in the document as circulated and to include the requirement that meeting notes are produced and distributed within 10 working days.

JD/HH

24/436 To appoint a Lead Councillor for Environment matters

Deferred.

JD

24/437 To agree amendments to the Staff Performance review policy

Deferred.

JD

It was agreed that Cllrs Wheatley and Smith would revisit the procedure and policy document. Clarity was required on the ultimate responsibility for the process and arrangements for reporting to Council, appointment of Councillors undertaking the appraisal, the timing of the appraisal cycle and a process for Councillors to give feedback to the appraisers ahead of the appraisal meeting.

KS/GW

24/438 To note the Display Equipment Policy has been reviewed with no changes

Noted.

JD/HH

PROPERTY AND AMENITIES MATTERS

24/439 To update Council on matters relating to the following Trusts:

Cllr Smith reported on the following:

1. Victory Hall Trust

Kitchen refurbishment was still underway. Decorating was scheduled in September. A decision needed to be made on the flooring. The kitchen window had recently been replaced to allow more light into the room.

Options were being considered for the replacement of the front door.

Action

2. Deepway Centre Trust

Garden improvements had been completed with the laying of new turf.

The Trust were in the process of appointing a new administrator.

24/440 To consider a request from Exminster Pre-school to continue using the area to the side of the Deepway Centre on a long-term basis

Pre-school were keen to keep using the land as it would protect the recently renovated Deepway Centre garden.

While the work was in progress on the garden and the turf settling, the Trust had been given permission to allow the use of the land. When this arrangement was made, legal advice had been obtained that indicated that, because of the temporary nature of the arrangement, a "light touch" was sufficient (formal letter), but if the arrangement was to be long-term a robust agreement would be required.

It was noted that the Parish Council had refused the use of the land on a previous occasion and there were concerns raised that the grass could be worn away or the area become waterlogged and muddy.

It was agreed that further legal advice should be taken. The Parish Council did not have a legal relationship with Pre-school and so a more formal arrangement would need to be put in place.

Two scenarios were suggested:

- The Deepway Centre Trust extended its agreement with the Council to accommodate the land to the side of the Deepway Centre.
- An agreement to be put in place with Pre-school with a short term (1-month) notice to vacate.

JD

FINANCE MATTERS

24/441 RFO's report

1. Direct Debits in July 2024

	£
NatWest Bankline	8.40
Utility Warehouse	239.55
EE	38.81
Devon Communities Together	50.00
NEST	242.50

2. An Internal Control inspection for the first quarter took place on 8 August. There were no matters to report.

Action

3. Financial Regulations are under review and the reviewed version had been sent to Finance Working Party (FWP) Members. The deadline for approval of the review was the Parish Council meeting on 7 October.

JD/HH/FWP

4. The Anti-Fraud and Corruption policy was overdue for review. Alternative up-to-date policies were being sourced for the FWP to consider.
5. The Website Accessibility Compliance requirement standard is raising from WCAG 2.1AA to WCAG 2.2AA from October this year. Aubergine had this in hand. The website's cookie banner would be updated to match other UK Government sites from September.
6. Following the resignation of Lorne Smyth, additional bank signatories were needed to spread the workload of payment authorisation and to ensure that there were enough signatories to operate the accounts if one (or more) was unavailable. Availability was a key criterion. The RFO would email Councillors to ask whether they were able to undertake the role and a resolution to appoint would be on the agenda for 2 September.

HH

24/442 Payments for approval

It was resolved to approve payments in the sum of £9459.80.

HH

24/443 Draft accounts for July

1. Budget Comparison Report

Cllr Wood and the RFO had met to discuss the first 4 months' figures. A forecast to the year end of the interest income and payroll expenditure would be required prior to the budget process starting.

2. Balance Sheet

Noted.

PLANNING MATTERS

24/444 Planning decisions

Noted as listed beneath:

1. **23/01881/AMD1, 32 Crockwells Close - Non-material amendment (relocate ensuite and alterations to windows) to planning permission 23/01881/HOU for single storey rear extension and alterations to front elevation - APPROVAL OF NON-MATERIAL AMENDMENT**

Action

2. **24/01006/HOU | Retention of existing boundary wall and construction of new section of boundary wall adjoining the highway | Wimlett Deepway Gardens Exminster Devon EX6 8BE - REFUSED**

SOUTH WEST EXETER DEVELOPMENT

24/445 Update on matters

Cllr Connett had enquired about a safe drop-off/collection point for pupils of Matford Brook Academy (MBA) following the proposal of a Traffic Regulation Order (TRO) to introduce a No Waiting at Any Time and School Keep Clear restrictions on various roads leading to MBA.

DCC was aware that the situation was complicated due to the lack of public transport to the school and the car park being out of operation due to the building remedial works.

A senior representative of the Engineering Design Group of DCC would be meeting with the Senior Leadership of MBA to discuss how arrival and departure of pupils would be operated and managed.

24/446 Councillors reports – for information only

No reports offered.

24/447 Public open session (maximum 10 minutes)

No comments.

24/448 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 24/449 to 24/451 (part II) having due regard to the confidential nature of the business to be transacted

Resolved.

PART II

24/449 To agree the notes of the part II meeting held on the 5 August 2024

24/450 Update on Due Diligence

24/451 Staff Appraisals

The meeting closed at 21:05

Date of next meeting Monday 2 September 2024 at 19:00 in the Victory Hall

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

Chair's initials:.....

Action

Date:...2 September.....

Chair's initials:.....