

Chair: Kevin Smith

Action

**24/452 Present**

Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr Nicola Guagliardo (NG), Cllr Sarah Ladyman (SL), Cllr Lisa May (LM), Cllr Kevin Smith (KS), Cllr Adrian Wood (AW).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Devon County Councillor: Alan Connett (AC)

Teignbridge District Councillor: Kevin Lake (KL)

Public:1

Staff in Attendance: 1

**24/453 Apologies received from**

Cllr Charles Nuttall (CN)

Cllr Gary Wheatley (GW)

**24/454 Declaration of interest on agenda items**

None declared.

**24/455 Dispensation requests regarding Code of Conduct**

None received.

**24/456 Public open session (maximum 10 minutes)**

No comments.

**24/457 To confirm the draft minutes of the Exminster Parish Council meeting held on 19 August 2024 are an accurate record.**

Resolved.

**24/458 County Councillors Report on items other than those on the agenda**

Devon County Councillor Alan Connett reported:

1. He had visited Matford Brook Academy (MBA) ahead of its opening to pupils later this week. Pupils would be taught in portacabins until half term when further enhanced temporary facilities would be installed while the structural remedial work

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was completed on the main buildings. The school was doing its best in difficult circumstances.

2. Stagecoach had registered an extension to the B bus service to serve MBA at drop-off and pick-up time. In the interim, Devon County Council (DCC) had arranged transport for pupils from the village starting at the Royal Oak. Confirmation of further stops in the village was being sought. It was noted that some pupils in the village would be eligible for free school transport and others would not, depending on the distance of their home from the school. The adequacy of the Stagecoach service would need to be monitored as it would be available to the general public in addition to school pupils.
3. Parents continued to express concern about the safety of the walking/cycling route to MBA. DCC would be inspecting the route and the vegetation would be cut back. It was noted that the Trood Lane junction (that would limit the requirement to walk alongside the A379) was unlikely to open until the end of October.
4. A flat-bed truck parked on Farmhouse Rise had been reported as abandoned. This had been referred to Teignbridge District Council (TDC) who had investigated its ownership. The vehicle was taxed and insured, and TDC had been in contact with the registered keeper, and no action is to be taken.
5. Temporary Traffic Orders were highlighted – Restrictions on Main Road between Wracombe Farm and Glebelands from 9 to 13 September, Milbury Lane bridge inspection work on 12 and 13 September, advertising of the rescinding of the mobile library restrictions outside the Victory Hall and advertising of a bus stop clearway on Main Road, Exeter bound, opposite Willowbrook.
6. The A379 at Kenton would be closed overnight for gully work during the week beginning 9 September.

The Chair thanked Cllr Connett for his work on the transport arrangements to MBA.

The Chair enquired about planning issues surrounding the temporary arrangements at the school. It was suggested that, under the difficult circumstances, a pragmatic approach was appropriate.

**24/459 District Councillors Report on items other than those on the agenda**

Teignbridge District Councillor Kevin Lake reported:

1. Anti-social behaviour had been reported at the Ridgetop Park including littering and theft of a numberplate. Park Rangers had been asked to patrol more frequently and the police had been informed.
2. Residents had reported potholes on Reddaway Drive. Cllr Lake had reported them to DCC Highways.
3. Pooling of water had been reported near the Stowey Arms at the bottom of Reddaway Drive. Cllr Lake would investigate and report to the relevant authority if necessary.

Action

4. A DCC Highways officer had visited Milbury Lane where residents had suggested that additional double yellow lines were required to ensure access for emergency vehicles. Feedback from the visit was being pursued.

**24/460 Chair's Report**

1. The licencing ceremony for the new Vicar of St Martin's of Tours Church, Exminster would take place next Monday evening (9 September) and would be attended by the Chair.

**24/461 Clerk's Report**

1. **Victory Hall Decoration Update:** The decorators for the Victory Hall kitchen were scheduled for October and not September as previously reported.
2. **Invitation to DALC Annual General Meeting:** Members were invited to attend the Devon Association of Local Councils (DALC) Annual General Meeting, which will take place on Wednesday, 2nd October 2024, at Exeter Racecourse.
3. **TDC Parish Planning Forum Dates:** The upcoming Parish Planning Forum dates from Teignbridge District Council (TDC) were listed as:
  - i Wednesday 18 September, from 2:00 pm to 4:00 pm
  - ii Monday 23 September, from 5:00 pm to 7:00 pmCllr Churchward would attend on Wednesday 18 September.
4. **Complaint Regarding Vegetation on Deepway Lane:** A complaint was received from a driver about the vegetation on Deepway Lane. It was reported that DCC had recently inspected the area and found it to be acceptable.
5. **Anti-Social Behaviour Report:** An email was received regarding anti-social behaviour on the central green at Milbury Farm Meadow. This had been referred to the Neighbourhood Beat Officer, PC Hawkins.
6. **Update from Neighbourhood Beat Officer:** PC Hawkins had provided an update on actions taken in response to anti-social behaviour by a motorist in the village.

**24/462 To note the Councillor Code of Conduct has been reviewed with no changes - Local Government Association Model Councillor Code of Conduct 2020 still applies**

Noted.

**24/463 To appoint a Lead Councillor for Environment Matters**

Cllr Ladyman was appointed.

**24/464 To agree amendments to the Neighbourhood Development Plan 2020-2040 Working Party terms of reference**

A draft amended document had been circulated.

Cllr Wood explained that the life of the working party had been extended from 2 to 3 years because of the TDC Local Plan and discussion with land agents taking longer than anticipated due to the summer holidays.

Action

It was resolved to approve the Terms of Reference as circulated.

JD/HH

## PROPERTY AND AMENITIES MATTERS

- 24/465 To agree the purchase of a new seat for the Deepway Green play area to replace the previous one removed on H&S grounds, in the sum of £552 plus VAT**  
Resolved.

JD/HH

- 24/466 To consider legal advice relating to the request from Exminster Pre-school to continue using the area to the side of the Deepway Centre on a long-term basis**  
The legal advice had been circulated and the Clerk summarised it:

An agreement would need to be put in place for the Pre-school to continue to use the land, to serve as a legal document. A template had been supplied for completion.

It would be preferable to contract with the Pre-school directly rather than through the Deepway Trust.

The template would be completed by the Clerk and checked by Tozers at no further cost to the Parish Council.

It was resolved to allow the Pre-school to continue to use the land adjacent to the Deepway Centre on a short-term basis. The notice period in the agreement would be 1 month and the land should be returned to the Parish Council in good order. The agreement should be reviewed every 6 months. The Pre-school would be responsible for arranging and financing maintenance of the grass and hedges.

JD

## FINANCE MATTERS

- 24/467 To add Cllrs Sheila Churchward and Gary Wheatly and remove Lorne Smyth as signatories to the Natwest Bank accounts it is agreed that:**

- 1. If we add or remove Authorised Signatories in the “Add or Remove Authorised Signatories” section on the “About your request” page of the form, the Bank will update our mandate accordingly for the accounts we specify in the form’s “About your business” section.**
- 2. If we change the Signing Rules in the “Change the Signing Rules on the Mandate” section on the “About your request” page of the form, the Bank will update our mandate accordingly for the accounts we specify in the form’s “About your business” section**

**And the current mandate will continue as amended.**

Action

Resolved.

HH

## PLANNING MATTERS

### 24/468 Planning applications

1. [24/01279/VAR | Variation of condition 2 on planning permission 23/01911/FUL \(Dwelling and Garage\) change of proposed plans | Greenacre Trood Lane Matford Devon EX2 8XX \(teignbridge.gov.uk\)](#)

The variation was to the original dwelling plan. There was no proposal to change the groundworks around the dwelling.

The application met Neighbourhood Development Plan policy EXM2 (Open Countryside) and EXM3 (Quality of Design).

It was resolved to support the application subject to the other conditions remaining the same.

HH

### 24/469 Planning decisions

Noted as listed beneath.

1. **24/00168/MOD, Old Matford House, Old Matford Lane - Modification of Section 106 agreement on planning permission 22/00145/FUL – REFUSED**
2. **24/00960/FUL | Full planning permission for the erection of 6 dwellings including landscaping, car parking, infrastructure and associated works, and vehicular access | Victoria Heights Chudleigh Road Alphington Exeter Devon (teignbridge.gov.uk) – GRANTED**
3. **19/01779/MAJ, Land At South West Exeter NGR 292377 88776, Matford - for reserved matter details (layout, scale, landscaping and appearance) related to Parcel 8b for 193 dwellings, including associated infrastructure and open space, pursuant to the outline element of hybrid planning permission 15/00708/MAJ (dated 2nd November 2018) - APPROVAL OF NON-MATERIAL AMENDMENT**

## SOUTH WEST EXETER DEVELOPMENT

### 24/470 Update on matters

Cllrs Churchward and May would meet with Real Ideas on Wednesday 4 September to receive the results of the Matford Residents' Survey and to discuss the engagement event on Saturday 21 September. The survey results would be on the agenda for the next Parish Council meeting.

Action

JD

## NEIGHBOURHOOD DEVELOPMENT PLAN MATTERS

### **24/471 To approve a quotation from Exe-Valley Printers in the sum £3,151 plus VAT for the printing of Neighbourhood Development Plan update leaflets, household questionnaires and return envelopes.**

Cllr Wood gave an update on progress:

TDC officers were unavailable to help formulate the policies for the Neighbourhood Development Plan as they were required to work on the Local Plan ahead of the hearing starting on 17 September.

It was crucial for Exminster that TDC completed the Local Plan successfully. When TDC failed to have an effective plan in 2011, developers were able to gain planning permission under appeal for the Milbury Reach and Sentry's Orchard developments. Without an approved plan, it would be open season for the developers.

In the news recently was the increase in TDC's housing allocation from 717 to 1066 per annum; 49%. Residents would be informed how and whether this will impact the Local Plan when known.

TDC had expressed surprise at the demand for both affordable rent and low-cost home ownership identified in the Household Questionnaire. As a result they had recommended a Housing Needs Survey for Exminster Village. It had taken time to arrange this and obtain quotations from Devon Communities Together (DCT).

Residents were advised in the April update leaflet that further investigation was needed on some matters before another Household Questionnaire was produced. It was planned to issue the questionnaire towards the end of October, a couple of weeks after an October update leaflet had been sent round to all households. These two documents would come forward for approval at the next two Parish Council meetings.

Due to the lack of availability of TDC officers, it was proposed that external help was sourced to formulate policies. Deborah McCann (the independent examiner for the Neighbourhood Development Plan in 2014) could assist with the eight policies proposed for both Kenn and Exminster Neighbourhood Development Plans and also any additional policies specific to Exminster.

It had been suggested by TDC that the cost of items 24/471 to 24/474 could be charged to Community Infrastructure Levy (CIL). It was noted that a budget had been set for the Neighbourhood Development Plan for 2024/25 in the sum of £9,000.

Cllr Wood proposed that agenda items 24/471 to 24/474 were approved by Council.

Item 24/471 was Resolved

### **24/472 To approve a budget figure of £150 for postage and delivery of update leaflets to Matford and outlying properties.**

Resolved.

Action

**24/473 To approve a quotation from Devon Communities Together for a Housing Needs Survey of £3,937 plus VAT.**

This would include the production of a report. DCT were recognised for providing this service and had previously been used by TDC.

Resolved.

HH

**24/474 To approve a quotation from Devon Communities Together for provision of a database from the additional household questionnaire (budgeting for a 60% return rate) £4,440 plus VAT.**

An explanation was given for budgeting for an increased return rate.

Resolved.

HH

**24/475 To approve a quotation for drafting Neighbourhood Development Plan Policies at a day rate of £650 per day. (Work expected to take no more than 5 days – budget figure of £3,250 plus VAT).**

Resolved.

HH

**24/476 Councillors reports – for information only**

1. Cllr Churchward reported that the next Environment Working Party meeting would take place on 18 September. This would be the first meeting open to the public.
2. Cllr Smith reported that he had visited Chudleigh Petanque area and would shortly visit the Isca Centre. A proposal for refurbishing Exminster's Petanque area would follow in due course.

JD

**24/477 Public open session (maximum 10 minutes)**

No comments.

**24/478 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 24/479 to 24/482 (part II) having due regard to the confidential nature of the business to be transacted**

Resolved.

**PART II**

**24/479 To agree the notes of the part II meeting held on the 19 August 2024**

**24/480 Staff Appraisals**

Action

24/481 Due Diligence

24/482 To approve a quotation capped at £5,000 plus VAT from PFK Francis Clark to check the Due Diligence figures and calculations.

The meeting closed at 21:39

Date of next meeting: Monday 16 September 2024 at 19:00 in the Victory Hall.

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

Date:...16 September 2024.....