

Chair: Kevin Smith

Action

24/483 Present

Cllr John Goodey (JG), Cllr Nicola Guagliardo, Cllr Lisa May (LM), Cllr Charles Nuttall (CN), Cllr Kevin Smith (KS), Cllr Gary Wheatley (GW), Cllr Adrian Wood (AW), Cllr Sheila Churchward (SC).

Teignbridge District Councillor: Charles Nuttall (CN)

Clerk: Mrs Jill Daw (JD)

Deputy Clerk/RFO: Mrs Helen Hibbins (HH)

Public: 1

24/484 Apologies received from

Cllr Sarah Ladyman (SL)

Cllr Alan Connett (AC)

24/485 Declaration of interest on agenda items

None declared.

24/486 Dispensation requests regarding Code of Conduct

None received.

24/487 Public open session (maximum 10 minutes)

No comments.

24/488 To confirm the draft minutes of the Exminster Parish Council meeting held on 2 September 2024 are an accurate record

Resolved.

24/489 Clerks report

1. Following the required display period for the Casual Vacancy notice, Teignbridge District Council (TDC) has confirmed that no requests for an election have been received.
2. Pesticide Use Review: At the meeting on 18 March (minute ref 24/146), it was agreed that TDC would be asked if they had made any changes to their pesticide policy six months after the review. It was confirmed that no changes had been made to

Action

processes or methods. It was agreed that the Parish Council's policy should be reviewed annually in October to ensure the continued alignment with TDC. The Clerk would formalise the contents of the report into a Council policy document.

JD

3. Contrary to instructions from the Devon County Council (DCC) Highways Officer, DCC's Asset Management Team had instructed contractors to leave the 20mph roundel road marking in place on Main Road near the junction with Milbury Farm Meadow as it was not deemed to cause any harm. The Parish Council was asked to consider whether it wished the roundel to remain or to request its removal and it was agreed that it should be left in place as it may encourage drivers to reduce speed.

JD

4. Lead Councillor Appointment: Regarding item 24/463 from the last meeting, the nomination should have been for the appointment of a Lead Councillor for 'Environment and Climate Change'. The Clerk would make Cllr Ladyman aware of this oversight.

JD

5. An email had been received from a resident requesting that the Parish Council take over management of Gissons Play Park, as they were dissatisfied with TDC's grass-cutting, seating and equipment maintenance. Various options were considered, and it was agreed that this would return as an agenda item following discussion by the Neighbourhood Development Plan Working Party at its meeting on Monday 23 September. The Clerk would contact TDC estates to see if the Parish Council could supplement the cuts to the area.

JD

6. An estimate for the replacement of the walking boards on the Boardwalk across Crockwells Meadow was given. It was agreed that quotations should be sought for the work to be carried out. Councillors were asked whether they were aware of any firms that would undertake the work. The Public Rights of Way team had been approached.

JD

7. A resident had contacted the Parish Council regarding water from a nearby drain undermining the cob wall of their property. They had not received a positive response from the DCC online reporting system and asked the Parish Council for assistance. They were advised to contact the County Solicitor, who oversees DCC's legal obligations.

8. PC Dave Hawkins will be holding a Police Surgery at Coffee on The Corner on Wednesday, 23 October 2024, at 10am. This would be publicised on Facebook and had been sent to Scene.

HH

Action

9. Westbank Healthy Living Centre were inviting residents to attend the official launch of GymClusive on Tuesday, 8 October 2024, from 10am-12pm or 1pm-3pm. Anyone wishing to attend should respond directly to Westbank.
10. Devon Communities Together Annual General Meeting would take place on Wednesday, 27 November, from 3pm-5pm at Clyst Hydon Village Hall.
11. TDC had advised that the draft Community Infrastructure Levy (CIL) Charging Schedule had been submitted for Examination. Those who previously commented and requested to attend the hearing sessions would be contacted with further information. Cllr Wood was interested in attending.
12. TDC had opened a consultation on proposed modifications to the CIL rate for retirement housing. The consultation period ends on 11 October. The consultation had been circulated and consideration would be given to a Parish Council response.
13. Teignbridge Local Plan Examination: An updated version (version 3) of the Hearing Programme for the Teignbridge Local Plan Examination had been circulated along with general information on attending the hearings.
14. The External Auditor's report had been received and will be on the agenda for the meeting on 7 October.

JD

24/490 To note receipt of the monthly Police report

Noted.

PROPERTY AND AMENITIES MATTERS

24/491 To accept the quotation in the sum of £550 plus VAT to re-line the disabled car park space and hatched markings in the Deepway Green car park

Resolved.

Three quotations had been sourced, including a contractor used by DCC Highways. The lowest quotation was accepted.

JD/HH

FINANCE MATTERS

24/492 RFO's report

1. Direct Debits in August 2024

	£
NatWest Bankline	6.00

Action

Utility Warehouse	246.97
EE	35.64
NEST	217.78

2. The Financial Regulations review against the new NALC model continued. A revised version would be on the agenda for the meeting on 7 October.

JD

3. Website compliance - The latest compliance scan had been received. There were no items requiring attention.

4. Staff overtime - from October onwards, this would be reported in the RFO report.

HH

24/493 Payments for approval

It was resolved to approve payments in the sum of £14,696.80.

HH

24/494 Draft accounts for August

1. Budget Comparison Report

Noted.

2. Balance Sheet

Noted.

24/495 To review and agree the Council's Grant application policy and procedure

At the beginning of the financial year, it was resolved to review and revise the Grants process and accordingly, the consideration of all applications was paused in the interest of fairness to ensure that the same criteria were used to assess them. The point was made that although Exminster was generally considered a well-off parish, there were residents struggling due to the rising cost of living.

The Parish Council cannot give grants to individuals but can give grants to other organisations that deal with hardship cases. Cllrs Wood and May had met with the Feoffees and Connect CIO, both with roots in Exminster, that deal with such cases.

Advice had been taken from Devon Association of Local Councils on several matters, including whether grants could be agreed for more than one year. This was inadvisable, so applications would need to be made on an annual basis.

Grant policies and procedures from other Town and Parish Councils were considered and Dawlish Town Council's was deemed to be the most up to date and relevant to Exminster's circumstances. This had been used to draft the policy that had been circulated to the Finance Working Party for comment initially.

The following *changes* to the circulated draft were proposed:

Action

- Point 5 to read - You must sign a declaration to confirm that *your organisation meets all the legal requirements for your project, e.g. suitable public liability insurance held*. It is your responsibility to check.
- Remove point 9
- Point 10 to read – The application must contain details of funding that has been obtained *or applied for* being sought from other sources for the project.
- Final point in the Projects that will not or are unlikely to be funded by the Grant Scheme section to read – Projects that are designed to promote a particular faith or political persuasion *will not be funded*. However, the Council may fund projects organised by such groups if the outcomes have a community benefit.
- Grant form – Ensure that “Please include your Constitution and most recent set of accounts” is stated prominently.
- The data protection statement at the end of the form needed to be checked for relevance/accuracy.

It was resolved to approve the policy and procedure form and the application form with the amendments listed.

JD/HH

It was noted that an electronic application form would be developed. The form would be trialled in October.

TF

PLANNING MATTERS

24/496 Planning applications

24/497 24/01369/MAJ | Reserved matters details (layout, scale, landscaping and appearance) related to parcel 16B for 163 dwellings and associated infrastructure and open space pursuant to the grant of outline planning permission 15/00708/MAJ | Land At South West Exeter NGR 291652 89142 Markham Lane Shillingford Abbot Devon

Cllr Churchward had circulated a comprehensive report on the application.

Council was surprised that there were no play areas within this densely populated parcel.

Following discussion of the points raised in the report, it was resolved to object to the application with the following reasons:

- There were no play areas designated.

Action

- The density of building reduces the amenity and privacy of all residents, which is contrary to the material consideration “Overlooking and loss of privacy”. Additionally, vehicles parked on the narrow adopted and unadopted roads, will make it difficult for any service vehicles (waste, ambulance, fire, contractors, etc) to gain access.
- Any polluting toxic surface water runoff from the development, would be drained into Matford Brook and travel through the waterway system in Exminster Marshes and out into the River Exe. This is contrary to Teignbridge Local Plan Policy S11. There is no impact analysis, or a reference to an approved surface water runoff analysis for the parcels of land on this side of the A379, regarding this use of Matford Brook. Several developments within SWE will have treated or untreated surface water flowing down to Matford Brook (Victoria Heights, Matford Valley, the A379, Haldon Reach, Church Path Valley, Elm Park). Matford Brook is an important contributor to Exminster Marshes (a designated protected European site).
- There is no mention of foul water drainage being offered for adoption or having been adopted by South West Water.
- Devon and Cornwall Police made several simple and practical recommendations to protect residents from crime and anti-social behaviour that should be incorporated.
- Devon and Cornwall Police’s recommendation that where ownership of parking spaces is somewhat ambiguous, they should be clearly marked to reduce the potential for disputes, should be accepted.

TF

24/498 24/00600/MAJ | Reserved matters details for layout, scale, landscaping, and appearance, in respect of a proposal for 103 dwellings (Parcel 3 and part of Parcels 4 and 5) and associated infrastructure and open space associated with the outline element of hybrid application 15/00708/MAJ | Land At South West Exeter Matford Devon

Cllr Churchward had circulated a report on the application that was originally considered on 7 May 2024.

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

- The Parish Council objected in May 2024 regarding the density of buildings. 104 units has been reduced to 103 by reducing the number of parking spaces to provide planting areas. Density remains to reduce the amenity and privacy of all residents, which is contrary to the material consideration “Overlooking and loss of privacy”.

Action

- The Parish Council objected in May 2024 regarding lack of visitor parking. There is still no visitor parking and now there is a statement that residents and their visitors will use the Suitable Alternative Natural Green Space (SANGS) car park. Parking in the SANGS area is limited to 13 spaces and was provided to give the general public access to the Ridgetop Park. It was not provided as additional visitor parking for the housing. It is noted that Devon Highways also have concerns about access to the SANGS carpark.
- The Parish Council objected in May 2024 regarding lack of a sustainable waste management policy and that lack remains.
- The Parish Council objected in May 2024 to lack of biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats to meet Exminster Parish's Environment Policy, and this remains the case.
- There is no explanation of just what the housing provision statement means by "Additionality Units"? There 73 open market houses, 18 affordable rent houses and 12 additionality units. The Parish Council would prefer that the split of rented and shared ownership be as per the Section 106 agreement.
- Vehicles parked on the narrow adopted and unadopted roads, will make it difficult for any service vehicles (waste, ambulance, fire, contractors, etc) to gain access.
- There is a lack of suitable roads for adoption to provide residents with common statutory services, ie: TDC Waste will not agree to their operatives walking 10m or more to collect waste containers. If Vistry do not extend their adoptable roads then they will have to take full responsibility for damage to the unadopted roads caused by vehicles providing statutory services and sign a waiver to accept this.
- The source Planning Approval, 15/00708/MAJ, Condition 25, expected suitable pedestrian routes to bus stops would be identified and where necessary completed. This may include provision of bus laybys on the A379 and suitable crossing point(s) of the A379.

TF

24/499 Planning Decisions

- 1. 24/00985/MAJ – Land at South West Exeter NGR 292209 89124, Matford. Reserved matters details (layout, scale, landscaping and appearance) related to parcel 16a for 94 dwellings, including associated infrastructure and open space, pursuant to the outline element of hybrid planning permission 15/00708/MAJ – APPROVED WITH CONDITIONS**
- 2. DCC/4395/2024 – Variation of condition 3 of planning permission DCC/4200/2020 (Realignment of Chudleigh Road and creation of 2 new junctions with the existing Chudleigh Road and the A379) to allow ground**

Action

improvement and bulk earthwork to commence prior to any other Matford Brook Corridor works being implemented at Chudleigh Road, Exeter, EX2 9SQ – CONDITIONAL APPROVAL

SOUTH WEST EXETER DEVELOPMENT

24/500 To report the interim results of the Matford Community Engagement Survey from Real Ideas Organisation

The report was circulated prior to the meeting. The intention of the report was to allow Councillors to prepare for questions at the Community Engagement event on 21 September.

Residents were pleased that the Parish Council was engaging with them.

It was hoped that the final report would be received in October, to be discussed by the Parish Council at the second meeting in November including a presentation from Real Ideas.

JD

24/501 To request funding for refreshments for the Community Engagement Event at the Devon Hotel, Matford on 21 September

Resolved in the sum of £480.00.

SC/JD/HH

24/502 To report the agreed resolution made in Part II of the Council meeting held on 2 September to approve a quotation capped at £5,000 plus VAT from PFK Francis Clark to check the Due Diligence figures and calculations.

Noted.

24/503 Update on any other matters

Nothing was raised.

NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) MATTERS

24/504 To update on the progress in reviewing the policies

At the Parish Council meeting on 2 September, it was agreed to ask Deborah McCann to review the draft NDP policies. Deborah had completed her review, and the reviewed policies would be discussed at the NDPWP meeting on Monday 23 September.

Cllr Wood reported on the revised housing targets for Teignbridge: As the Teignbridge Local Plan has progressed to a certain point, any changes in the housing target numbers would be subject to transitional measures. The Local Plan would go forward on 717 houses per annum but, after it had been approved by the Inspectors and adopted by

Action

TDC, TDC will be expected to start immediately on a new Local Plan based on 1,066 houses per annum and have that in place before the end of the five-year transitional period.

Under the circumstances, the likelihood of getting support from TDC for the NDP is low in the short-term. However, Cllr Wood asked that thanks were recorded to Michelle Luscombe at TDC who found time to review the draft Consultation document which had prevented a long delay.

24/505 To approve a quotation for additional work needed to review and advise on the document for the next stage of consultation at a day rate of £650 (Work expected to take no more than 3 days)

As the planning staff at TDC were now heavily involved with the Inspection of the Teignbridge Local Plan for the reasons outlined above, it was necessary to look elsewhere for external support on the Consultation document.

Deborah McCann had been asked for a quotation to undertake the work that included editing and re-ordering the Consultation document, include the modified policies and any suggested additional policy areas and suggest additional questions. The work could be completed in time for the next NDP meeting and the document presented to the Parish Council for approval on 7 October.

JD

It was resolved to appoint Deborah McCann to undertake the work for a maximum sum of £1,950 plus VAT.

HH

24/506 Cllr Councillors reports – for information only

1. Cllr Churchward would attend the Town and Parish Council planning forum on Wednesday 18 September and Cllr Goodey would attend on Monday 23 September.
2. Cllr Churchward invited Councillors to attend the Matford Community event on Saturday at the Devon Hotel.
3. Cllr Churchward would chase members of the Cluster Group for their attendance at the proposed meeting on 14 October.

ALL

SC

24/507 Public open session (maximum 10 minutes)

No comments.

24/508 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 24/509

Action

to 24/511 (part II) having due regard to the confidential nature of the business to be transacted

Resolved.

PART II

24/509 To agree the notes of the part II meeting held on the 2 September 2024

24/510 Update on Due Diligence

24/511 To receive, discuss and accept a report from Francis Clark

The meeting closed at 21:10

Date of next meeting Monday 7 October 2024 at 19:00 in the Victory Hall

Signed:...Kevin Smith....

Date:...7 October 2024.....