

Chair: Kevin Smith

Action

24/512 Present

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

Staff in attendance: Mrs Tania Foley (TF)

Devon County Councillor: Alan Connett (AC)

Teignbridge District Councillor: Charles Nuttall (CN), Kevin Lake (KL)

Public: 1

24/513 Apologies received from

None offered.

24/514 Declaration of interest on agenda items

None declared.

24/515 Dispensation requests regarding Code of Conduct

None received.

24/516 Public open session (maximum 10 minutes)

No comments.

24/517 To confirm the draft minutes of the Exminster Parish Council meeting held on 16 September 2024 are an accurate record

Cllr Guagliardo noted that he was not recorded as an attendee. The Chair amended the minutes by hand.

Resolved with this amendment.

24/518 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett reported:

1. The Matford Brook Academy (MBA) school bus was working well to date. The licence for the Stagecoach B bus to adopt the route at school drop-off and pick-up times was

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still awaited. The walking route to MBA had been deemed satisfactory by Devon County Council (DCC) officers who had walked the route. It was noted that the approved route is not to cross Sannerville Way just after the Texaco garage, but to cross the A379 at the signalled pedestrian crossings on Bridge Road and to the north of Matford Roundabout.

2. DCC Highways were awaiting quotations for the installation of the cycle signage in the village.
3. The Highways and Traffic Order Committee (HATOC) proposals were on the agenda. New proposals could be added to the list, but it would take time to process them.

24/519 District Councillors Report on items other than those on the agenda

Teignbridge District Councillor Kevin Lake reported:

1. Potholes on Reddaway Drive had been successfully repaired.
2. Littering and anti-social behaviour at the Ridgetop Park seemed to have abated since the additional Ranger patrols had been in place.
3. The installation of double yellow lines in Milbury Lane was still being pursued.
4. Two accidents involving cyclists had occurred near the Texaco station. DCC Highways had been contacted about this and additional signage requested to raise awareness of the cycle lane for cars exiting the Texaco station.
5. There had been near misses with cars and pedestrians on Station Road on the bridge over the railway, close to the blind bend. This had been highlighted to DCC Highways.
6. South West Water were investigating a report of drainage issue in Glebelands that had been raised by a resident.
7. The patching work on Sannerville Way was considered to be substandard by some motorists and cyclists, with reports of skidding. DCC Highways had been made aware of the issue.
8. Further issues at MBA had been drawn to the attention of Mel Stride MP.

Cllr Lake offered apologies as he would not be able to attend the November meeting.

Teignbridge District Councillor Charles Nuttall reported:

9. Potholes had been reported on Days Pottles Lane. Some had been repaired and those still requiring attention would be pursued with DCC Highways.
10. There had been a case of fly-tipping on Days Pottles Lane, near the over-bridge, that had been swiftly cleared following reporting to Teignbridge District Council (TDC).

24/520 Chair's Report

The Chair reported that he had attended the Licencing Service for the new Vicar of Exminster on 9 September representing the Parish Council

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24/521 Clerk's Report

1. A resident had enquired whether they could site a memorial bench on Parish Council land. They were advised that this was not permitted.
 2. The Deepway Centre Trust had informed Council that they no longer required the use of the land alongside the Deepway Centre with effect from the 20 September and would remove all equipment.
 3. At the meeting on 2 October 2023, Council resolved to take ownership of the Community Centre at Matford subject to conditions (minute 23/455 refers). At the meeting on 8 April, a proposal to reverse the resolution was made (minute 24/189 refers) but was deferred for 6 months while the Parish Council undertook Due Diligence work. This work has been completed and the motion to reverse the decision on 2 October 2023 will be on the agenda for the Parish Council meeting on 21 October.
 4. TDC is consulting on its statement of principles as required under the Gambling Act 2005. The consultation would end on 15 November.
 5. Arrangements for Remembrance Sunday on 10 November were confirmed: The Chair would lay the wreath, Cllr May would read the Roll of Honour and any Councillors present could welcome people into the hall.
- LM/KS/JD
6. On behalf of the Green Spaces Group, Jeremy Pyne had applied for one of the 49 saplings propagated from the Hadrian's Wall "sycamore gap" tree.
 7. A consultation on the draft Devon and Torbay Local Transport Plan would run until 30 November. Cllr Churchward was reviewing the document and bringing it back as a future agenda item.
- SC/JD
8. An email had been received from a resident who had written to the Secretary of State for Transport and Mel Stride MP following rumours of the possible withdrawal of the Concessionary Travel Scheme. Responses stated that the rumours were unfounded.

24/522 To record any comments on the Highways and Traffic Order Committee (HATOC) Traffic Regulation Amendment Order 6141 relating to Dawlish Road, Old Quarry Drive and Main Road, Exminster

The proposals and associated maps had been circulated.

There were no comments.

JD

24/523 To receive an update from on a meeting held with Devon County Council Highways on Wednesday 24 September relating to Highways matters

Cllr Nuttall reported that the outcome of the meeting was that DCC Highways would not support a blanket 20mph speed limit throughout the village, due to traffic data observations. However, other traffic management measures could be considered to enhance road safety for pedestrians and cyclists and encourage adherence to the

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existing 20mph and 30mph limits.

Five road crossings had been proposed between the motorway bridge and the Royal Oak and an extension of the 20mph speed limit on Days Pottles Lane and Deepway Lane would be possible. Details of these would be circulated by email and Councillors were encouraged to respond with their thoughts and any questions to be asked of DCC Highways Officers.

The scheme could be implemented in stages with areas of high priority considered first.

It was agreed that Cllrs Wood and Nuttall would continue to pursue the project with DCC Highways and advise the Clerk when progress updates were required on the agenda.

AW/CN/JD

24/524 To agree a donation to the British Legion Poppy Appeal in the sum of £50

The proposal was amended at the meeting to a donation in the sum of £100.

Resolved.

HH

24/525 To agree comments to submit to Teignbridge District Council on their draft 'One Teignbridge Council Strategy'

Proposed alterations were outlined as:

- Infrastructure - suggest amendment: "Work closely with partners to deliver *better integrated* public transport, walking and cycling routes and improve road conditions."
- Homes - suggest adding: "*Create places that reflect local character, function well, promote social cohesion, positively contribute to health and wellbeing and help achieve the district's net zero ambitions.*" (from Policy DW2 – Design Principles).

It was resolved to submit the comments above and any further comments regarding the provision of appropriate infrastructure for developments. Cllr Churchward would research the wording in the consultation and advise the Clerk.

SC/JD

PROPERTY AND FACILITIES MATTERS

24/526 To agree the formal issue of the Council's policy on the use of pesticides on Council owned land

The Clerk reported that the Policy had been drawn up following Council approval of recommendations proposed in a report submitted in March 2024. It was confirmed that TDC had not amended or changed their practises regarding their use of pesticides since March.

It was resolved to adopt the Policy with a review date of January 2025. The Environment Working Party would review the policy in the first instance.

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JD

It was resolved to move item 24/530 up the agenda to be heard next.

FINANCE MATTERS

24/530 To consider insurance quotations

Despite being requested in good time (August), alternative quotations had been received late and, as with previous years, it was difficult to arrange Fidelity Guarantee cover. The only option was to continue with Zurich.

Zurich had confirmed that cover would remain in place as it was explained that the renewal quotation had been received too late to be considered at a meeting prior to 1 October.

It was resolved to accept the RFO's recommendation to continue with Zurich as the Parish Council insurance company for the year beginning 1 October 2024.

HH

24/527 Payments for approval

It was resolved to approve payments in the sum of £13,383.49.

HH

24/528 To approve the amended Financial Regulations

The reviewed Financial Regulations had been kept as closely aligned with the revised NALC model (May 2024) as possible.

The draft regulations had been circulated with comments and tracked changes for transparency.

There were areas where the Parish Council was not working exactly to the model regulations, but it was the intention that this would be addressed in due course. It was noted that it was less than a year until the regulations would be reviewed again. In the meantime, Council could consider options for the issues highlighted.

It was resolved to approve the circulated Financial Regulations.

HH

24/529 To receive and consider the External Auditors report

The report contained an exception relating to the prior year assets figure that had not been restated on the 2023/24 year's form. This meant that the form had been completed incorrectly in the Auditor's opinion.

The assets had increased due to the Deepway Centre being an asset of the Parish Council instead of the Council being the Custodian Trustee. This had only happened at the end of the 2023/24 financial year.

It was agreed to note the exception that would not impact on the figures for the Annual Governance and Accountability Return (AGAR) for the 2024/25 Financial Year.

PLANNING MATTERS

24/531 Planning decisions

Noted as listed beneath:

1. [24/00985/MAJ | 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 | Land At South West Exeter Ngr 292209 89124 Matford Devon EX2 8XW \(teignbridge.gov.uk\)](#) – APPROVED
2. [DCC/4395/2024](#) Teignbridge District Council: Variation of Condition No. 3 of planning permission reference DCC/4200/2020 (Realignment of the Chudleigh Road and creation of 2 new junctions with the existing Chudleigh Road and the A379) to allow ground improvement and bulk earthwork to commence prior to any other Matford Brook Corridor works being implemented. at Chudleigh Road, Exeter, EX2 9SQ – APPROVED WITH CONDITIONS
3. [24/01390/HPA | Notification for prior approval for rear extension to dwelling extending 4.50 metres beyond rear wall, maximum height 3.50 metres, height to eaves 2.50 metres | 20 Gissons Exminster Devon EX6 8AH \(teignbridge.gov.uk\)](#) – REFUSED
4. [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 \(teignbridge.gov.uk\)](#) – APPROVED WITH CONDITIONS

SOUTH WEST EXETER DEVELOPMENT

24/532 Feedback from the ‘Matford Community Pop In’ event held on Saturday 21 September

Cllr May reported that the detailed results and recommendations on the survey were still awaited from Real Ideas.

Approximately 15 residents attended the event, who were all interested and engaged. The 6 Councillors who attended were thanked for their help.

One resident expressed an interest in becoming a Parish Councillor.

24/533 Update on matters

Nothing to raise.

NEIGHBOURHOOD DEVELOPMENT PLAN MATTERS

24/534 To approve the Neighbourhood Development Plan (NDP) Household Consultation document

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Cllr Wood had circulated information prior to the meeting that outlined some changes to the document that had occurred since the agenda had been published.

Deborah McCann, the consultant retained to advise on the Plan had made suggestions that had been taken forward:

- The Housing Needs Survey and Consultation should be delivered to all houses in the Parish and not just those close to or inside the settlement limit. This was to ensure that all households had the opportunity to engage as it may be problematic at a later stage if some were not consulted and then complained.
- There was clash between Planning and Policy: ENDP planning for the parish residents and the use of affordable housing throughout the district (TDC policy).
- The Consultation had been split between planning questions and policy questions.

Members of the NDP Working Party had had the opportunity to comment on the document that was discussed at the meeting on 22 September.

The revised document layout was explained and alterations to questions noted.

The following comments were made at the meeting:

- i Should there be more explanation of the policy themes? It was noted that the Consultant had recommended keeping the document concise and that explanation would be given in the Update Leaflet.
- ii The “highways constraint” in Q9 needed explanation.
- iii It was confirmed that the Stowey Arms was a listed building (Q13).
- iv There were references to Minster Park throughout the consultation. It was suggested that St Martin’s Football Ground was added alongside as some residents may not be familiar with the location of Minster Park.
- v Concerns were raised that Q27 may limit the Parish Council in spending Community Infrastructure Levy (CIL) to the projects identified and that any projects that did not appear in a policy would be excluded. Possible projects at the Victory Hall and the future Matford Community Centre were mentioned. It was noted that an NDP was concerned with allocation of sites for development and not necessarily internal alterations of existing properties.). Q28 allowed additional suggestions to come forward. It was noted that there were also other methods of funding available.
- vi .

It was resolved to approve the consultation document with the amendments in i) to iv) above.

AW

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24/535 To receive an update on extra costs involved for the work previously approved to be done by Devon Communities Together for the Housing Needs Survey and the Household Consultation Document

The initial costs were not based on the Housing Needs Survey and consultation being delivered to all households in the Parish. The revised Devon Communities Together costs took this into account and were an additional £85 plus VAT for the Housing Needs Survey and £400 plus VAT for the Household Consultation questionnaire. Both these amounts were within the £500 delegated authority and therefore needed no further authorisation from Council.

A revised quotation would be sought from Exe Valley Printers for the envelopes, update leaflet and questionnaire printing and this would be on the agenda for approval at the Parish Council meeting on 21 October. Additionally, there would be an increased cost for postage and delivery of leaflets and questionnaires to Matford and outlying properties.

JD/HH

Overall, it was anticipated that the additional costs would be in the region of £1,730 plus VAT.

24/536 Councillors reports – for information only

1. Cllr Churchward reported that the first “cluster meeting” involving representatives from Shillingford, Kenn and Kennford, Ide and Exminster Parish Councils would take place on Monday 14 October at 19:00 in the Victory Hall Annexe.
2. Cllr Wood reported that NDP consultant Deborah McCann had worked 5.5 days of the 8 days authorised and would invoice for the amount to date.
3. Cllr Guagliardo reported that he had talked to businesses about whether they were interested in road signage advertising their businesses. They expressed interest, and also have showed a willingness to contribute to the cost

24/537 Public open session (maximum 10 minutes)

The member of the public in attendance was not aware of the location of Minster Park.

24/538 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 24/539 to 24/542 (part II) having due regard to the confidential nature of the business to be transacted

Resolved.

PART II

24/539 To agree the notes of the part II meeting held on the 16 September 2024

24/540 To receive an update on a meeting held with Devon County Council on Monday 7 October relating to the Due Diligence – Cllr Wood and Cllr Goodey

24/541 To agree a report on the Matford Community Centre project 2012-2024

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24/542 Contractors contract

The meeting closed at 21:06

Date of next meeting Monday 21 October 2024 at 19:00 in the Victory Hall

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

Date:...21 October 2024.....