

Chair: Kevin Smith

Action

24/570 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)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 2

24/571 Apologies received from

Teignbridge District Councillor Kevin Lake
Devon County Councillor Alan Connett

24/572 Declaration of interest on agenda items

Cllr Wood declared an interest on 24/581 as a payee.

Cllr Wheatley declared an interest in items 24/583 and 24/584 as his wife is a trustee of Connect.

24/573 Dispensation requests regarding Code of Conduct

None received.

24/574 Public open session (maximum 10 minutes)

1. The second drain on the left-hand side (heading uphill from the junction with Main Road) on Deepway Lane was blocked and had overflowed during recent heavy rain.

JD

24/575 To confirm the draft minutes of the Exminster Parish Council meeting held on 21 October 2024 are an accurate record

The following amendments were proposed:

- Page 2 – last paragraph changed for clarification to: “Since October 2023, TDC had revised the housing trajectory twice, once moving it out to 2037/38 and then

Action

back to 2032/33. *Based on the running rate for the first six months of 2024/25, the full year target will be difficult to achieve.*"

- Page 3 – second paragraph, last sentence amended to: "This was illustrated as an equivalent of *an average* of £135 per annum for each of the 2,000 new homes."
- Page 9 – date in point 7 should read 24 *October*

It was resolved to approve the minutes with the aforementioned amendments.

24/576 To confirm the draft Part II minutes of the Exminster Parish Council meeting held on 21 October 2024 are an accurate record

Resolved.

24/577 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett was not present.

24/578 District Councillors Report on items other than those on the agenda

Teignbridge District Councillor Charles Nuttall had no matters to report

Teignbridge District Councillor Kevin Lake was not present but had sent a written report in his absence and this was read by the Clerk.

1. The condition of the surface of the path in the churchyard had been reported to TDC.
2. DCC Highways had suggested additional road markings and a cured tarmac surface at the Texaco Garage following reports of collisions between cyclists and motorists.
3. Potholes on Reddaway Drive and near the Motorway bridge had been repaired by DCC Highways.
4. Further information was awaited from DCC regarding the Road Traffic Order to extend double yellow lines in Milbury Lane.
5. South West Water had remedied the drains' odour at Glebelands.
6. Mel Stride MP was awaiting a response regarding concerns raised about Matford Brook Academy.
7. A resident was experiencing issues with TDC planning department regarding a retaining wall. The matter had been raised with the department.

24/579 Chair's Report

1. The Remembrance Sunday service would take place at the Victory Hall on Sunday 10 November. The hall would open at 10:30 and the service would begin at 10:45. Councillors were asked to assist with distribution of the Orders of Service at the door and were asked to arrive early.

ALL

24/580 Clerk's Report

Action

1. Notes from the Environment Working Party meeting held on 18 September had been circulated.
2. Inquiries were taking place into the practice of the audio recording of meetings for the accuracy of minutes. Issues of data protection and record retention times had been highlighted by other councils and the SLCC. A full report was being prepared for a future meeting. JD
3. The Community Council of Devon's Annual General Meeting would take place on 27 November at 15:45. The Chair indicated an intention to attend. KS
4. DCC Highways was inviting submissions for new waiting restrictions for the annual HATOC process. Suggestions received to date included the top of Milbury Lane and the junction to the Victoria Heights estate on Stanbury Row. No further issues had been identified by Councillors. JD
5. Notes from the Cluster meeting held on 14 October had been circulated.
6. DALC had highlighted a consultation on remote meetings; whether councillors should be able to attend remotely and vote by proxy. The closing date for responses was 19 December. ALL
7. An update had been received on the Lower Brenton Farm planning application. This had been circulated to Councillors. It would be on the agenda for the Parish Council meeting on 18 November. Cllrs Goodey and Churchward would liaise on a response. JG/SC
8. In line with previous years, there would be only one Parish Council meeting in December on Monday 2 December.
9. Following consultation with the Chair and Vice Chair, in line with last year, the Parish Council "office" would be closed from Monday 23 to Friday 27 December inclusive.
10. Mulled wine and mince pies would be served before the meeting on Monday 2 December at the invitation of the Chair.

FINANCE MATTERS

24/581 Payments for approval

It was resolved to approve payments in the sum of £10,026.35.

HH

24/582 To agree amendments to the Grant Policy & Procedure – RFO

The RFO explained that there was no legislation determining the management of grant applications. It was dependent on the circumstances of the council and its policy.

Since the revised procedure was put in place, one application had been received and it had been noted that it needed further revision to ensure that it met the expectations of Councillors, staff and applicants.

Action

The following amendments were proposed:

- A closing date for applications would be set as the last calendar day of the working month to allow valid applications to be considered at the second Parish Council meeting of the following month.
- There was no requirement to differentiate between the timescale for considering applications. Accordingly, the quarterly dates for considering large applications would be removed and all grants would be considered at the next monthly meeting following validation.
- Grant applications should be addressed to the RFO and not the Clerk.
- Following receipt of the application and validation by the RFO, the application would be put on the agenda for the second Parish Council meeting of the month following receipt. There was no requirement for the application to be passed to any individual councillor or working party prior to consideration by the Parish Council and the Parish Council could agree to defer considering the grant if more information or explanation was required.

Resolved.

HH

24/583 To agree an exception to the above policy to consider an application from Connect Charitable Incorporated Organisation – RFO

Resolved.

HH

24/584 If 24/583 is agreed, to consider the following proposal:
It is proposed by Councillor May and seconded by Councillor Wood that the grant application for £1,000 from Connect Charitable Incorporated Organisation be approved by the Parish Council.

Cllr May explained how the Grants Policy had been revised over the summer and thanked Connect and the Feofees for their input and for highlighting the level of hardship experienced in Exminster, exacerbated by the rising cost of living.

Cllr May had considered the application from Connect, that demonstrated the need for additional income to enable more families to be assisted.

The RFO confirmed that the application was valid and in accordance with legislation.

It was resolved to approve the application in the sum of £1000.

JD/HH

24/585 To approve the following - Chairman
1. Staff Performance Review policy and procedure
2. Staff performance appraisal form

Action

The policy and appraisal form had been revised by Cllrs Smith and Wheatley and circulated. Cllr Wheatley briefly explained the revision. There were no questions from Councillors.

It was resolved to approve the policy and form as circulated.

JD

24/586 To agree the second Councillor to assist the Chairman, to complete the Staff Performance reviews

It was resolved to appoint Cllr Wheatley.

The Chair invited all Councillors (both Parish and District) to input into the review process.

ALL

24/587 To approve the amended Exminster Parish Council Standing Orders – Clerk

The review brought the current Standing Orders into line with the model Standing Orders produced by NALC, as far as possible. Town and Parish Councils had discretion to amend the model to meet their requirements and working practices.

It was noted that there would likely be a new model released as there had been some legislative changes, but it was unknown when this was expected.

Council agreed that Standing Orders would be reviewed again as soon as a new model was available.

It was resolved to approve the amendments as circulated.

JD

24/588 To receive an update from the Devon Association of Local Councils (DALC) Annual General Meeting and Conference

Cllr Churchward had attended the meeting and circulated a report. The turnout to the conference had been disappointing.

Smaller councils were no longer joining DALC as the subscriptions had increased.

Actions that DALC had undertaken were outlined and future actions (such as the implementation of a different – Devon wide – forum based on the size of Parishes) were mentioned.

Councillors were concerned that the work in putting together the Cluster meetings within Teignbridge would be undone, to the detriment of Exminster Parish Council.

24/589 To discuss the timetable for the receipt of papers and agenda items for Parish Council meetings

Following discussion on email, there appeared to be an appetite for monthly meetings. There were several reasons for this, including potentially attracting new Councillors as the meeting commitment would be reduced.

Action

It was suggested that a workstream was formed to consider how meetings could be run more efficiently and how working practices could be revised to accommodate this.

Cllr Wheatley agreed to facilitate discussions on this (possibly with a Teams meeting) and would send an email to Council to invite participation.

GW

PROPERTY AND AMENITIES MATTERS

24/590 To update Council on matters relating to the following Trusts - Chair

1. Victory Hall Trust

- The next Trust meeting was scheduled for 14 November.
- The kitchen had been decorated and the flooring was now being chosen.
- Opportunities to improve facilities throughout the hall were under consideration.

2. Deepway Centre Trust

- The next Trust meeting was scheduled for 13 November.

24/591 To agree a maximum budget of £600 for the purchase of and lighting of the village Christmas tree and consider if decorations are allowed on the tree – Clerk

Standing Orders were suspended to allow a member of the public to speak to share the intentions of the craft group who had offered to decorate the tree: The intention was to place CDs on the tree to reflect the lights. There was no intention to place any other handmade decorations on it.

Councillors expressed concerns about potential Health and Safety implications of allowing people to put items on the tree and how the CDs would be disposed of after use.

It was agreed that a post would be published on Facebook and included in the Scene thanking the craft group for their donation, explaining that no other decorations could be added by members of the public.

It was resolved to approve the CD decorations (only) and the budget of £600 for the purchase and lighting of the tree.

Standing Orders were reinstated.

JD/HH

24/592 To agree a quotation to replace the main door of the Victory Hall in the sum of £8873 plus VAT – Clerk

This item was withdrawn to allow further investigation on the quotation.

Action

PLANNING MATTERS

24/593 Planning decisions

Noted as listed beneath.

1. [24/00035/FUL | Replacement dwelling | Deepway Point Exminster Devon EX6 8BQ - GRANTED](#)

SOUTH WEST EXETER DEVELOPMENT

24/594 Update on matters

No update.

24/595 To discuss options for Community facilities at Matford

Discussions had taken place at the Neighbourhood Development Plan Working Party meeting about how the provision of facilities could be taken forward, now that the resolution to take ownership of the DCC proposed facility had been reversed.

It was made clear that this was not within the remit of the Neighbourhood Development Plan currently.

It was important to explore other areas within the development that could house facilities to demonstrate that the Parish Council was committed to their provision.

A suggestion for a combined GP Surgery, pharmacy and Community Centre was made on a suitable parcel of land. It was thought that the land owned by the Parrs, and formerly earmarked for the electricity substation could be appropriate. This would have the additional benefit of allowing the spine road through the development to be completed to increase connectivity and provide a much-needed bus route.

It was unanimously resolved to convene an exploratory meeting with the Parrs to ascertain their intentions for the land. Cllrs May, Churchward, Goodey and Wood offered to attend.

LM/JG/SC/AW

It was noted that the Parish Council had not informed DCC of the reversal of the ownership resolution passed on 21 October. As the draft minutes from that meeting had now been approved, it was agreed that the RFO would email Sarah Ratnage at DCC.

HH

NEIGHBOURHOOD DEVELOPMENT PLAN MATTERS

24/596 Discussion about approach to Community Infrastructure Levy (CIL) at the TDC Inspection.

The Clerk confirmed that the Parish Council's interest in attending the hearing had been registered. No dates had been set for the hearing to date.

Action

Cllr Wood confirmed his intention to attend the hearing on behalf of the Parish Council and suggested that other Town and Parish Councils were approached who were concerned with TDC's application of the CIL regulations to demonstrate strength in numbers.

It was resolved to authorise Cllr Wood and the RFO to open discussions with other Town and Parish Councils regarding the forthcoming TDC CIL examination.

HH/AW

24/597 Councillors reports – for information only

1. Cllr Nuttall reported that he and Cllr Wood would attend a follow-up meeting with Vicki Braddon, DCC Highways Officer, regarding road safety in Exminster and report back to a future Parish Council meeting.

CN/JD

2. Cllr Churchward asked Councillors to submit questions on the circulated Real Ideas report to her by Friday 8 November, to allow Real Ideas time to respond at or before the Parish Council meeting on 18 November.

ALL

3. Cllr Churchward reported that the date of the next Environment Working Party meeting had changed to 11 December.

4. Cllr Churchward had asked the RFO to carry out a budget training session for interested Councillors next year. (Or record a training video).

HH

5. Cllr May thanked Cllr Churchward for baking her a birthday cake.

24/598 Public open session (maximum 10 minutes)

No comments.

The meeting closed at 20:36

Date of next meeting: Monday 18 November at 19:00, Exminster Victory Hall.

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

Date:.....18 November 2024.....