

MINUTES

Chair: Kevin Smith

Action

25/1 Present

Cllr Sheila Churchward (SC), 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), Kevin Lake (KL)

Public: 3

25/2 Apologies received from

Cllr Nicola Guagliardo (NG)

Devon County Councillor Alan Connett (AC)

25/3 Declaration of interest on agenda items

Cllr Wood declared an interest in 25/18 and would not take part or vote on the item.

25/4 Dispensation requests regarding Code of Conduct

None received.

25/5 Public open session (maximum 10 minutes)

1. Would it be possible to have a bell on the rear door (into the kitchen) of the Victory Hall to alert users to the presence of a wheelchair-user wishing to gain access via the ramp?

This was not in the remit of the Parish Council and would be mentioned at the next Victory Hall Trust meeting.

KS/SC

2. The Christmas tree had not looked attractive during the daytime due to a lack of decorations. Could the Parish Council consider purchasing decorations?

To be discussed at a Parish Council meeting in August.

JD

Minutes subject to approval at next meeting.

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Action

3. A resident was disappointed to see the destruction of many trees on the bank adjacent to Sannerville Way. Cllr Churchward had investigated the Tree Protection Orders in place.

Cllr Lake offered to make further enquiries with Teignbridge District Council (TDC) about this.

KL

25/6 To confirm the draft minutes of the Exminster Parish Council meeting held on the 2 December 2024 are an accurate record

Regarding 24/626 - Cllr Wood had circulated a proposed alteration to the minutes as he believed that they did not adequately explain the reason for Cllr Guagliardo's challenge of item 24/601 and the subsequent amendment made.

The Clerk had taken advice on the proposal to add verbatim statements to draft minutes from DALC and had circulated it to all members. The Clerk read the advice out.

Cllr May raised a point of accuracy on the minutes in that she had asked a question on her participation in the vote due to her absence at the end of the meeting and it was recorded as noted rather than as a question. However, she was not seeking an amendment.

Cllr Ladyman reminded Council that, last year, she had requested that minutes were records of resolutions only to prevent the issue that was occurring with discussions not being fully minuted.

Cllr Wheatley commented that Cllr Wood's proposed amendments added clarity and a level of balance to the discussion.

Cllr Goodey said that Cllr Guagliardo was trying to cover all bases with the interest that he was attempting to declare in order to protect the Council but the statement that he had circulated was excessive. However, allowances should be made as Cllr Guagliardo's first language was not English. At a training session (after the meeting in question on 18 November) attended by Cllrs May, Goodey and Guagliardo, the trainer had said that he should declare all interests.

A vote was taken on the proposed amendment: For 5, Against 1, Abstain 1 and accordingly it was resolved to amend the minute to that proposed by Cllr Wood. Cllr May did not vote on the minutes as she was not present for the entire meeting.

The Clerk asked for it to be noted that both the Clerk and DALC had advised against adding verbatim comments to the draft minutes when it did not affect the accurate recording of the resolution or the proceedings of the meeting.

Cllr May commented that the Clerk had previously said that it was important to future-proof the minutes for understanding.

25/7 County Councillors Report on items other than those on the agenda

Cllr Connett was not present but had advised the Clerk that he was investigating an incident of fly tipping

25/8 District Councillors Report on items other than those on the agenda

Cllr Nuttall had no matters to report.

Cllr Lake reported that he continued to pursue the issues highlighted at the meeting on 4 December and, in addition, the following:

1. A resident on Avery Close had reported two planning issues. The enforcement officer had issued a notice to cease regarding a contravention of working hours on an adjacent site and a further matter was also being investigated.
2. An emergency meeting would take place at TDC on Thursday 9 January regarding the proposals from central Government regarding devolution. TDC's position was that it was against the policy of unitary authorities and would prefer to keep the district level in place. A similar meeting would also be taking place at Devon County Council (DCC).

25/9 Chair's Report

No matters to report.

25/10 Clerk's Report

1. Several lights on the Churchyard path were not working. Cllr Connett was progressing the matter with TDC who had challenged the ownership of the lights.
2. At the Environment Working Party meeting on 11 December, a proposal for a new pesticide policy was considered. The consensus was: "Movement towards a pesticide-free Parish in incremental stages was agreed by the Working Party. Each step is to be considered and costed."
3. A future resident of Berrybrook Meadow had enquired when the Flood Risk zone was introduced. They were referred to the Environment Agency.
4. A query regarding proposed double-yellow lines opposite Berrybrook Garage had been received. Cllr Connett was progressing this with DCC Highways.
5. Several emails had been received regarding the Neighbourhood Development Plan questionnaire that had been forwarded to Cllrs Wood and Goodey for response.
6. Phil Doucas was thanked for supervising the putting-up and taking-down of the Christmas Tree and for checking it for safety following the storms.
The Clerk would formally write and thank him.

JD

25/11 To note receipt of the December Police report

The report received was a Winter Newsletter.

Action

25/12 New Ways of Working update

Cllr Wheatley reported that a meeting had taken place on 9 December and summarised the points raised.

- Kenn Parish Council's meeting arrangements were outlined.
- Code of conduct.
- Presentation of planning at meetings and further support from the Administration Assistant/other Councillors in the future.
- If a one meeting per month model was preferred – and it was believed that it be more efficient both in and between meetings - the third Monday would be most appropriate taking into consideration timing for finance matters.
- Could the information in the Chair's Report and Clerk's Report be presented beforehand, with only urgent/very recent items mentioned at the meeting?
- The AV system could be used in the Victory Hall and recording of meetings on Teams could take place. Councillors may need to wear headphones/mics.
- Teams could be utilised more, especially the chat facility.
- Next steps were identified to consider timescales for trial runs and check who could implement arrangements on Teams.

Cllr Wheatley would circulate a summary of the meeting to all Councillors and arrange the next meeting – it was suggested that this could be 10 February and via Teams, but Cllr Wheatley would check availability.

GW

An area would be set up on Teams for the initiative (folder or otherwise).

HH

The policy that was drafted regarding the recording of meetings (deferred at the last meeting) would be incorporated in the new ways of working initiative and officers do not need to pursue this separately.

FINANCE MATTERS

25/13 To note accounts paid up until the 19th December 2024 as previously authorised, minute 24/611 refers

Noted.

25/14 To approve a recommendation from the Finance Working Party (FWP) to close the Lloyds Bank Treasurer's account and transfer the entire balance to the Unity Trust account

Resolved.

HH

25/15 To approve the updated Terms of Reference for the Finance Working Party

Minutes subject to approval at next meeting.

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Chair's Initials: KS

Action

The Terms of Reference had been circulated. Cllr Wood outlined the amendments proposed noting a particular issue with quoracy.

There would be an agenda item on 20 January to appoint a Councillor to fill the vacancy.

JD

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

JD/HH

25/16 Update on the budget process

The RFO was thanked for drafting the budget.

The assumptions made about the forecast to year end, budget and precept had been supported at a quorate FWP meeting and was on track to be presented at the meeting on 20 January.

JD

A letter to residents explaining the budget principles and a revised Reserves Policy were under consideration and would be agreed at the meeting on 20 January.

FWP/JD

25/17 It is proposed that Exminster Parish Council works with two other Councils to establish a positive outcome for all three Councils on the historic and future use of Community Infrastructure Levy (CIL), meeting with the TDC Portfolio Holder and sharing the costs of legal advice up to a maximum of £3,000 for Exminster Parish Council being a one-third share of the maximum legal costs of £9,000

Resolved unanimously.

A detailed email regarding CIL and the current situation had been sent to all Councillors.

It was likely that the CIL hearing at TDC would take place soon and the date would be announced in January. It would not be as complicated as the Local Plan hearing and should only take a couple of days.

Suggestions had been made about how the Councils should tackle the issue, including approaching TDC portfolio holder Gary Taylor for support. It was felt that TDC's current stance stifled Council's expenditure of CIL and that clarity was necessary.

AW

25/18 To consider a request from St Martins PCC for payment of:

- 1. The electricity bill for external lighting to the tower of St Martin's Church in the sum of £146.65 (Actual claim £185.65 but adjusted by £39 due to an overpayment in 2023)**

Resolved.

Minutes subject to approval at next meeting.

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2. The annual maintenance bill for the Church clock in the sum of £195 for financial year 2024/25
Resolved.

HH

PLANNING MATTERS

25/19 Planning applications

1. 24/01957/HOU | Single storey ground floor rear extension | 3 Brunel View Exminster Devon EX6 8FH

It was resolved to support the application subject to:

- An agreement on working times and a traffic management plan for neighbouring homes.
- A surface water plan to satisfy South West Water
- A sustainable waste management plan to satisfy DCC
- Provision of biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats to meet Exminster Parish's Environmental Policy.

HH

25/20 Planning decisions

Noted as listed:

1. 15/00708/COND18 | Partial discharge of conditions 12 (ecological management plan - Parcels 13/14) & 20 (ground investigation report - Parcels 11-15) on planning permission 15/00708/MAJ for outline residential development, mixed use local centre (Use Classes A1, A2, A3, A4, A5, D1, B1), education facilities and sport and recreation, land for community buildings (Use Class D2), open space, Suitable Alternative Natural Green Spaces (SANGS), Sustainable Urban Drainage Systems works, new access and highways infrastructure including a bridge and related works (approval sought for access) | Land At South West Exeter NGR 291652 89142 Markham Lane Shillingford Abbot Devon - ISSUED
2. 15/00708/COND19 | Partial discharge of conditions 9 (Tree Protection Plan - Parcels 13/14) & 26 (CMP - Parcels 11-14) on planning permission 15/00708/MAJ for outline residential development, mixed use local centre (Use Classes A1, A2, A3, A4, A5, D1, B1), education facilities and sport and recreation, land for community buildings (Use Class D2), open space, Suitable Alternative Natural Green Spaces (SANGS), Sustainable Urban Drainage Systems works, new access and highways infrastructure including a bridge and related works

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(approval sought for access) | Land At South West Exeter NGR 291652 89142 Markham Lane Shillingford Abbot Devon – ISSUED

3. 15/00708/COND29 | Discharge of conditions 18 (lighting strategy), 24 (highways) & 28 (highway works) relating to Parcel 15 on planning permission 15/00708/MAJ for outline residential development, mixed use local centre (Use Classes A1, A2, A3, A4, A5, D1, B1), education facilities and sport and recreation, land for community buildings (Use Class D2), open space, Suitable Alternative Natural Green Spaces (SANGS), Sustainable Urban Drainage Systems works, new access and highways infrastructure including a bridge and related works (approval sought for access) | Land At South West Exeter NGR 291652 89142 Markham Lane Shillingford Abbot – ISSUED
4. 19/01319/COND7 | Discharge of condition 11 (open space linkages) on planning permission 19/01319/MAJ for outline residential development, mixed use local centre (Use Classes A1, A2, A3, A4, A5, D1, B1), education facilities and sport and recreation, land for community buildings (Use Class D2), open space, Suitable Alternative Natural Green Spaces (SANGS), Sustainable Urban Drainage Systems works, new access and highways infrastructure including a bridge and related works (approval sought for access) | Land At South West Exeter NGR 291652 89142 Markham Lane Shillingford Abbot – ISSUED
5. 19/01319/COND6 | Discharge of condition 2 (trees) on planning permission 19/01319/MAJ for outline residential development, mixed use local centre (Use Classes A1, A2, A3, A4, A5, D1, B1), education facilities and sport and recreation, land for community buildings (Use Class D2), open space, Suitable Alternative Natural Green Spaces (SANGS), Sustainable Urban Drainage Systems works, new access and highways infrastructure including a bridge and related works (approval sought for access) | Land At South West Exeter NGR 291652 89142 Markham Lane Shillingford Abbot – ISSUED
6. 19/01384/COND1 | Discharge of condition 10 (open space, linkages and safe route) on planning permission 19/01384/MAJ for reserved matters approval (layout, scale, landscaping and appearance) for 28 dwellings (revised housing number from 27) (Parcel 12a) and associated infrastructure and open space associated with the outline element of hybrid planning permission 15/00708/MAJ | Land At South West Exeter NGR 291652 89142 Markham Lane Shillingford Abbot - ISSUED
7. 24/01765/CLDE | Certificate of lawfulness for existing unrestricted occupancy of 12 dwellings | 1-12 Pottles Barns Days-Pottles Lane Exeter Exminster EX2 8XL -

APPROVED

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8. 15/00708/COND39 | Partial discharge of condition 6 (Trood Gardens: Local Centre Design Guide and Framework Plan) on planning permission 15/00708/MAJ for outline residential development, mixed use local centre (Use Classes A1, A2, A3, A4, A5, D1, B1), education facilities and sport and recreation, land for community buildings (Use Class D2), open space, Suitable Alternative Natural Green Spaces (SANGS), Sustainable Urban Drainage Systems works, new access and highways infrastructure including a bridge and related works (approval sought for access) | Land At South West Exeter NGR 291652 89142 Markham Lane Shillingford Abbot Devon – ISSUED
9. 24/01713/TPO | H2 - various - prune branches on the western side back to the boundary fenceline, all final cuts to be no greater than 100mm in diameter. H2a - Blackthorn - Prune scrub growth back the boundary fenceline on the eastern face of the hedge. H2b - Hazel and Hawthorn - Crown lift the eastern side of the hazel clumps by coppicing the outer layer of stems from each clump to provide 2m clearance above ground level. Prune the branches on the western side back to the boundary fenceline. All final cuts to be no greater than 100mm in diameter. G4 - Field Maple - Crown lift to 3m above ground level and prune the branches on the western side back to the boundary fenceline. All final cuts to be no greater than 100mm in diameter. G5 - Elm - Remove all dead Elms - fell to ground level | Land At Edge Of Elm Park Development Matford Home Park South Of A379 Matford – APPROVED
10. 15/00708/COND41 | Partial discharge of condition 9 (tree protection) for parcels 13 & 14 on planning permission 15/00708/MAJ for outline residential development, mixed use local centre (Use Classes A1, A2, A3, A4, A5, D1, B1), education facilities and sport and recreation, land for community buildings (Use Class D2), open space, Suitable Alternative Natural Green Spaces (SANGS), Sustainable Urban Drainage Systems works, new access and highways infrastructure including a bridge and related works (approval sought for access) | Land At South West Exeter NGR 291652 89142 Markham Lane Shillingford Abbot - ISSUED
11. DCC/4412/2024: Extension of the existing Materials Recycling Facility (MRF) building at Kenbury Wood Waste Transfer Station, Road To Westfield, Kennford, Devon, EX6 7XD - APPROVED
12. 24/01834/HOU | Conversion of existing conservatory into dining room and erection of side porch | 29 Miller Way Exminster Devon EX6 8TH - APPROVED

SOUTH WEST EXETER DEVELOPMENT

Minutes subject to approval at next meeting.

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- 25/21 **Update on matters**
No matters to report.

ENVIRONMENT MATTERS

- 25/22 **To agree the suggested changes by the Environment Working Party to the Environment Action Plan v2 in the light of changes in the law**

Three documents had been circulated for consideration.

Cllr Churchward explained that appendix A (list of potential actions) was not ready for approval and needed further thought. Included within the list was the details of the nature recovery project that the Parish Council had agreed in 2023 that formed appendix B. Appendix C detailed the law and legislation.

The Action Plan text needed to be approved so that the actions could be added at a later date.

It was suggested that in section 7, Reporting, item 7.1 could be removed and 7.2 should be reworded.

KS/SC

It was clarified that the Environment Working Party would prepare the report referred to in 7.3.

Cllr Wood was pleased to see consistency with the Neighbourhood Development Plan but noted that item 39, referring to a bus service for South West Exeter, was incorrectly stated and needed revision.

It was agreed to approve the text subject to the amendment to section 7.

- 25/23 **To authorise the EWP to investigate and prepare to trial a community digital platform**

A report on the proposal had been circulated.

It was explained that this would be a community website platform. There were local examples available.

There would be no cost to the Parish Council at this stage.

Resolved.

SC

- 25/24 **To approve the EWP to investigate options for blister pack recycling in Exminster as supported in the 2023 Household Questionnaire responses**

Cllr Churchward reported that pharmacies were required to check whether there were left-over tablets in the blister packs and the pharmacy in Exminster did not have the capacity to support this.

Minutes subject to approval at next meeting.

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It was suggested that the Clerk liaised with the pharmacy about whether the role could be undertaken by a volunteer and whether it needed to be done on pharmacy/surgery premises. The matter would be on a future agenda.

JD

25/25 Councillors reports – for information only

1. Cllr Goodey gave apologies for absence at the 20 January meeting.
2. Cllr May thanked Cllrs for their concern when she was taken unwell at the last meeting. The Administration Assistant had drafted a policy for the situation when a member of the public or a Councillor became unwell at a meeting and she hoped that this would be considered at a future meeting.
3. Cllr Wood reported that the Neighbourhood Development Plan meeting would take place on 27 January in the Annexe.
4. Cllr Churchward reported that she would follow up the invitation to visit Kenbury Woods landfill site and advise Council of potential dates.
5. Cllr Nuttall reported that a response was awaited on the draft traffic management plan. This would be on a future agenda.

JD

ALL

SC

JD

25/26 Public open session (maximum 10 minutes)

No comments.

The meeting closed at 20:26

Date of next meeting Monday 20 January 2025 at 19:00 in the Victory Hall Annexe

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

Date:.....20 January 2025....