

MINUTES

Chair: Kevin Smith

Action

25/27 Present

Cllr Sheila Churchward (SC), 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: Tania Foley (TF)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 5

25/28 Apologies received from

Cllr John Goodey (JG) – personal reasons

Teignbridge District Councillor Kevin Lake (KL)

25/29 Declaration of interest on agenda items

Cllrs May and Wood declared an interest in item 25/44.

25/30 Dispensation requests regarding Code of Conduct

None received.

25/31 Public open session (maximum 10 minutes)

1. Councillors introduced themselves at the request of a member of the public.
2. A Trustee of the Feoffees introduced herself and explained that she was present to hear the grant application discussed (25/44) and answer any queries.
3. Jeremy Pyne (Chair of the Green Spaces Working Party) was present to answer questions on the community kitchen garden (25/35) and wildflower bed (25/55) agenda items.

25/32 To confirm the draft minutes of the Exminster Parish Council meeting held on 6 January are an accurate record

Action

Resolved.

25/33 Clerks report

1. A complaint had been received about litter coming off the lorries using Kenbury Woods Landfill site. *Cllr Churchward would take the matter up with the management.*
2. The planning application for Lower Brenton Farm would be heard by Devon County Council's (DCC) Development Management Committee on 5 February.
3. Maintenance work had been completed on the Boardwalk at Crockwells Meadow.

SC

25/34 To note receipt of the monthly Police report

Noted.

25/35 To update Council on the project to create an Exminster Community Kitchen Garden

Cllr Churchward had circulated a report explaining the community lead initiative that was part of the Exminster Nature Recovery Project.

It was felt that there was insufficient capacity within the Council to have a member on the steering group. However, there were other ways in which the Parish Council could liaise with the initiative through the Green Spaces Working Party (Jeremy Pyne) or the Environment Working Party (Cllr Churchward) and the Clerk.

It was agreed that Parish Online could be used to map out the garden/allotment area.

SC

25/36 To review the Devon County Council Position Statement on Inert Waste Landfill Capacity

Cllr Churchward had circulated a report to raise awareness.

A visit and tour of the Kenbury Woods facility had been arranged on Friday 24 January. It was hoped that the management's understanding of the matter could be realised, to further inform Council.

An invitation to attend was extended to all Councillors.

ALL

25/37 To agree arrangements for the Annual Parish Meeting (APM)

Date of meeting: Monday 10 March

Agenda items: Updates from the Environment Working Party, Green Spaces Working Party and Community Resilience Working Party, plus a guest speaker.

Refreshments would be served.

Action

The Clerk would email Councillors asking for suggestions for guest speakers and to finalise the refreshments to be served.

JD

Cllr Churchward suggested that alternative arrangements for next year's meeting could be considered - for example a community engagement event concluding with the APM. *It was agreed to agenda this for discussion in October.*

JD

25/38 To consider renewing the annual subscription to Tozers Solicitors for their Council Legal Advice Service in the sum of £1,500 plus VAT

The Clerk recommended that the subscription was renewed and examples of advice sought over the past year were given.

Resolved.

HH/JD

25/39 It is proposed by Councillor May and seconded by Councillor Wood that a Staffing Committee, as strongly recommended in the NALC Good Councillor's Guide 2024 and endorsed by the TDC Monitoring Officer, is formed with the outline terms of reference as circulated with the agenda

Cllr May gave examples of why the Committee was needed and how it would benefit the Council.

It was agreed that it would give structure and streamline and formalise Council workload as the work that the Committee would do was already being done in some capacity.

The suggested Terms of Reference circulated was briefly discussed. It was agreed that they would be formatted in line with other Council Terms of Reference and come back to Council for approval on the next agenda.

It was resolved to establish a Staffing Committee.

25/40 If 25/39 is agreed, to nominate Councillors onto that Committee

It was resolved to appoint Cllrs May, Goodey, Wheatley, Nuttall and Smith to the Committee.

JD

FINANCE MATTERS

25/41 Approval of Reserves Policy

A tracked changes version of the Reserves Policy had been circulated including a figure for the general reserve, an enhanced explanation of earmarked reserves and explanation of the Matford precept reserve.

Action

Resolved.

HH/JD

25/42 Approval of Budget and Precept for 2025/26 Financial Year

A budget recommendation had been circulated. The budgeting process and involvement of the Finance Working Party was outlined.

It was resolved to approve the budget showing a £172,707 deficit and to request a precept of £172,707 from Teignbridge District Council, thereby balancing the budget.

HH

The Band D cost per household would be £88.70 representing an increase of 2.5% on 2024/25.

25/43 Approval of communication to residents regarding the Budget and Precept for publication

Resolved, subject to amendment of *hike* to *increase* regarding National Insurance contributions in the circulated draft.

HH

25/44 To consider a grant application from the Exminster Feoffees in the sum of £1,400

Cllrs May and Wood left the meeting for the duration of this item.

The purpose of the Feoffees was clarified and the importance of maintaining confidentiality about families being supported with their funds was explained.

Questions were raised about whether £1,400 was sufficient in the current economic climate. It was explained that, if required, another grant application could be made at the beginning of the next financial year.

Cllr Churchward proposed, seconded by Cllr Ladyman, that Exminster Feoffees were awarded £2,000.

Resolved.

HH/JD

25/45 To consider a grant application from Exminster Baby & Toddler Group in the sum of £500

Resolved.

HH/JD

25/46 RFO's report

There were no questions on the circulated report.

Action

25/47 To consider authorising delegate access for Exe Bookkeeping and Payroll Services to the NEST account

Resolved.

Questions were raised about whether consideration had been given to other staff members being trained to cover this in the RFO's absence. It was confirmed that this had been considered and that the suggestion had come from the payroll provider when the Clerk had asked for assistance.

HH

25/48 Draft accounts for December 2024

1. Budget Comparison Report

Noted.

2. Balance Sheet

Noted.

25/49 Payments for approval

It was resolved to approve payments in the sum of £10,288.13.

HH/TF

25/50 To receive nominations to the Finance Working Party

No nominations received.

PLANNING MATTERS

25/51 Planning applications

1. [24/01981/FUL | Two additional poly-tunnels | New Leaf Farm House Rise Exminster Devon EX6 8AB](#)

It was resolved to support the application.

TF

2. [DCC/4337/2023 - Proposed landfill at Lower Brenton Farm, Kennford.](#)

It was resolved to object to the amendment to the application relating to highways matters and request that DCC Highways install a raised island covering over both the drawn lozenge and proposed hashed lines. This would ensure that lorries leaving the site would have to turn left and were not enticed to drive over the drawn lines, onto Brenton Road overbridge and through Kennford.

TF

Action

It was agreed not to send a representative from Exminster Parish Council to the DCC Development Management committee to speak to the application.

3. 24/02055/TPO | T5 - Horse Chestnut - Dismantle in stages to near ground level | Land Adjacent To Greenacre Trood Lane Matford EX2 8XX

It was resolved to comment on the application as follows:

- The map supplied with the application was not satisfactory. It only illustrated one tree at T1, whereas the application referred to chestnut tree T5, meaning that there are at least 5 protected trees in the garden. It would be useful to have a map identifying all trees to ensure that the incorrect tree is not mistakenly cut back.
- Work on chestnut tree T5 should be completed before March.
- The TDC arboriculture office should consent to all work proposed.

TF

25/52 Planning decisions

None to report.

SOUTH WEST EXETER DEVELOPMENT

25/53 Update on matters

To date, there had been no response to the query raised with TDC planning department about the facilities available at Matford Brook Academy.

NEIGHBOURHOOD DEVELOPMENT PLAN MATTERS

25/54 It is proposed by Councillor Wood and seconded by Councillor Goodey that the indicative cost quote of £1,225 (plus VAT) from Devon Communities Together (DCT) for a top-level analysis of the quantitative questions and a listing of the answers to qualitative questions be approved

Resolved.

HH

An example of the format of the report had been circulated. It was explained that the database was large, and the initial analysis would speed up the process of filtering and determining the policies to be taken forward and provide evidence for the examiner.

The first draft of the Housing Needs Survey had been completed by DCT and would be discussed at the Exminster Neighbourhood Development Plan (ENDP) Working Party meeting on 27 January.

This completed the first part of the ENDP refresh where the burden was largely on volunteers and residents. The next stage would be more demanding on the Parish Council with agreeing the policies and managing the process of the consultation and referendum.

Action

ENVIRONMENT MATTERS

25/55 The Environment Working Party requests that the Council contact Devon Highways to approve a 2m x 3m wildflower bed below the bench on Dawlish Road

Resolved.

Thanks were extended to the Green Space Working Party who would manage the bed.

Cllr Churchward would compose the letter of request to DCC Highways for the Clerk to send.

SC/JD

25/56 Councillors' reports – for information only

1. Cllr Wheatley reported that he *would circulate potential dates for the New Ways of Working Teams meeting later this week.*
2. Cllr Wood reported that he had attended the service of Thanksgiving for Derek Hewertson who had recently passed away. He was a member of the original Neighbourhood Development Plan Implementation Group from 2015-2017.
3. Cllr Wood reported that the workload on the ENDP would increase (as mentioned in 25/54). As his objective for joining the Council was to complete the Refresh, Cllr Wood would not seek re-election as Finance Lead Councillor in May.
4. Cllr Ladyman reported that she had enjoyed the Wassail and thanked the organisers.
5. Cllr Churchward reported that she had attended a meeting with Real Ideas and Cllr May on 7 January to discuss the impact framework. This would be on the Parish Council agenda in February for discussion.
6. Cllr Churchward reported that an initial meeting had taken place with Exeter College to discuss the community digital platform trial agreed at the last Parish Council meeting.

GW

JD

25/57 Public open session (maximum 10 minutes)

1. A member of the public spoke regarding allotment ownership and the proposed mapping of the community kitchen garden. Jeremy Pyne (project lead) clarified the situation.
2. Jeremy Pyne thanked the Council for allowing the Wassail to take place in the community orchard, its support for the wildflower bed and interest in the community kitchen garden. He would give an update on the Biodiversity Duty at a Parish Council meeting in April.

25/58 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 item 25/59 (part II) having due regard to the confidential nature of the business to be transacted

Action

Resolved.

PART II

25/59 To update Council on the complaint received on the 21st November 2024 and agree the response

The meeting closed at 20:40

Date of next meeting Monday 3 February 2025 at 19:00 in the Victory Hall Annexe

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

Date:.....3 February 2025.....