

Chair: Kevin Smith

Action

25/60 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)

Devon County Councillor: Alan Connett (AC)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 3

25/61 Apologies received from

Cllr John Goodey (JG) – personal reasons

Teignbridge District Councillor Kevin Lake (KL)

25/62 Declaration of interest on agenda items

None declared.

25/63 Dispensation requests regarding Code of Conduct

None received.

25/64 Public open session (maximum 10 minutes)

No comments.

25/65 To confirm the draft minutes of the Exminster Parish Council meeting held on 20 January 2025 are an accurate record

As a point of clarification, the Clerk had amended the second paragraph of the item 25/54 in the circulated version of the draft minutes to read

“...The first draft of a *Housing Needs Survey* had been completed”

It was resolved to approve the Part I and Part II minutes from the meeting.

25/66 County Councillors Report on items other than those on the agenda

Devon County Councillor Alan Connett reported:

1. DCC officers continued to pursue the reports of mud on the road caused by vehicles leaving the Vistry development in Alphington. Action had been taken by the developers and contractors to address this and DCC would monitor the impact of the actions. Residents should continue to report issues if necessary.
2. There were six dog waste bins on the Milbury Reach estate, managed by FirstPort and funded by the residents.
3. The replacement of the cycle lane surfacing outside the garage on Sannerville way should be completed by the end of March.
4. Teignbridge District Council (TDC) had replaced a bulb in one of the two malfunctioning lamps in the churchyard and a quotation was awaited to rectify the second.
5. A request for a grit bin at Milbury Farm Meadow had been fulfilled and installation was expected in summer.
6. Concerns about the manner in which the Lower Brenton Farm planning application had been withdrawn from the agenda of DCC's Development Management Committee meeting on Wednesday 5 February were being investigated.

25/67 District Councillors Report on items other than those on the agenda

Teignbridge District Councillor Charles Nuttall had no matters to report.

The Clerk read a report on behalf of Teignbridge District Councillor Kevin Lake:

1. The broken bins and caddies at Exminster House had been replaced by TDC.
2. Potholes had been reported to DCC Highways at the junction of Main Road and Reddaway Drive, near the Garage.
3. The Executive Member for Education at DCC had been contacted regarding an issue raised by the parent of a child at Matford Brook Academy.
4. A water leak at the junction of Days Pottles Lane and Main Road had been rectified by South West Water. Potholes in the same location had been advised to DCC Highways.
5. TDC officers had requested evidence of operation of the skip hire business that was disturbing residents in Avery Close.
6. TDC officers had clarified that TPO's were in force for some of the trees adjacent to Sannerville Way that had been felled. However, they were felled for safety reasons and were either re-shoots from the trimming that took place 15 years ago, diseased or fragile.
7. Anti-social behaviour within the village had been reported to the police who had instigated additional patrols. Residents were urged to report issues officially to the police.
8. A resident of Brunel View had reported dog fouling and a lack of bins in the area.

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25/68 Chair's Report

The Chair had no matters to report.

25/69 Clerk's Report

1. A resident of Elm Park had enquired why there were no play parks on site. Cllr Churchward was investigating and would reply to the resident.
2. Correspondence was received on 21 November 2024 outlining a complaint against the Council. The complaint was dealt with using the Parish Council's complaints procedure and resolved informally.
3. Sarah Hicks, CEO of Westbank, had agreed to speak at the Annual Parish Meeting on 10 March.
4. Devon Association of Local Councils (DALC) had asked for nominations for the draw for tickets for the Garden Party at Buckingham Palace. Details of eligibility criteria were available on the website and nominations should be sent to the Chair or Vice Chair by 14 February.

SC

ALL

25/70 To approve the draft Terms of Reference for the Staffing Committee

Amendments were suggested to the circulated draft Terms of Reference:

Membership:

Remove "*Working Party*" in the first sentence and amend to include the following:

"At the first meeting of the staffing committee the Chair and Vice chair shall be chosen by the committee members and thereafter following the Annual Council Meeting."

"Meetings will be held in public but it is likely that some of the work of the committee will fall under the part II arrangements."

Attendance at meetings:

Change *authority* to *Council*.

Delegated Power:

Replace "*The Clerk is responsible for the overall performance, welfare and recruitment of the staff*" with "*The Clerk reports to the Staffing Committee and the Staffing Committee reports to the Council.*"

Responsibilities:

It was noted that there was not currently a recruitment policy in place.

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It was agreed that the responsibilities would be reviewed by the Staffing Committee at their first meeting and in particular to address any duplication with the Finance Working Party.

It was resolved to approve the Terms of Reference with the aforementioned amendments.

JD

25/71 To review the Terms of Reference for the Community Resilience Working Party

It was resolved to amend the quorum of the Working Party to: "Quorum to be three *voting* members of the Working Party, provided at least *one of them is a member of the Council.*"

JD

25/72 To update Council on matters relating to the following Trusts:

1. Victory Hall Trust

- The next Trust meeting was scheduled for 20 March.
- The flooring had been completed in the kitchen and corridor.
- Improved lighting in the kitchen was being investigated.
- It was hoped to have a formal "opening" of the kitchen during Village Halls Week (17-23 March).

2. Deepway Centre Trust

- The trust now had a full complement of community members.
- The AGM was scheduled for 10 April.

25/73 To approve the renewal of the IT contract with Cloudy IT for 1 year in the sum of £214.05 plus VAT per month

Resolved.

Discussion took place about the Council's IT infrastructure and improvements that could be considered.

HH

25/74 To update Council on a meeting held on the 30 January by Devon Association of Local Councils, for smaller councils to discuss the Devolution White Paper

The RFO reported on the meeting:

There was insufficient information available to provide answers to questions raised about the intentions of all the existing authorities in the County.

If Councils took on devolved assets, there was unlikely to be funding for it over and

above the

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precept. It was likely that precepts would need to rise to accommodate the additional staffing and maintenance and there would need to be a mandate from residents for this.

DALC asked member councils to outline the impact expected from devolution in the form of a short report listing pros and cons. Councillors were asked to consider these and email the Clerks who would compile a document for approval at the meeting on 17 February. The report would be submitted to DALC who would take the collective outcome forward to national meetings to ensure that the concerns of the sector were raised.

ALL/HH/JD

FINANCE MATTERS

25/75 Payments for approval

It was resolved to approve payments in the sum of £11,011.57.

HH

PLANNING MATTERS

25/76 To update Council on the final draft of the Exeter Plan 2021-2041: Publication Plan (Regulation 19) – Cllr Churchward

Cllr Churchward had circulated a report that compared the latest draft with previous comments raised by the Parish Council and drew attention to the joint strategy between East Devon District Council, Exeter City Council and TDC called “Our Shared Coordinates”.

It was recommended that Councillors read the strategy and that a watching brief was kept over it as the Parish Council was not a consultee for it.

ALL

No further action or responses were required by the Parish Council to the Exeter Plan 2021-2041.

25/77 Planning applications

1. [25/00069/HOU | Demolition of existing single storey extension and roof terrace and construction of new single storey side/rear wrap around extension | Sunraye Exminster Devon EX6 8AT](#)

It was resolved support the application and to comment that a sustainable demolition and building waste plan is formulated.

HH(TF)

25/78 Planning decisions

Noted as listed:

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1. [24/01957/HOU | Single storey ground floor rear extension | 3 Brunel View Exminster Devon EX6 8FH - GRANTED](#)
2. [24/01871/TPO | Work to various trees | Mansion House Devington Park Exminster Devon EX6 8UJ – GRANTED](#)
3. [24/01981/FUL | Two additional poly tunnels | New Leaf Farm House Rise Exminster Devon EX6 8AB - GRANTED](#)

SOUTH WEST EXETER DEVELOPMENT

25/79 Update on matters

A meeting with representatives from the Parish Council and TDC took place on Friday 31 January to discuss the Community Centre and GP Surgery at Matford. An update would be given to Council in due course and any formal requests made by TDC would be on a future agenda for discussion.

NEIGHBOURHOOD DEVELOPMENT PLAN MATTERS

25/80 Update on matters

Cllr Wood reported that the 2024 Questionnaire Report would be available shortly.

25/81 To approve a budget of no more than £200 to host a thank you event for Neighbourhood Development Plan volunteers

Resolved.

25/82 To agree that letters of response are sent to residents who directed questions to the Council relating to the recent household consultation

Resolved.

There had been correspondence between representatives of the Neighbourhood Development Plan Working Party and residents over the past couple of months that could not be progressed further until the consultation results had been received, analysed and considered by the Parish Council.

It was agreed that a holding response would be sent to the residents.

HH/JD

25/83 Councillors reports – for information only

1. Cllr Guagliardo reported that he would have an update on the signage for village businesses at the next Parish Council meeting.

JD/NG

2. Cllr Churchward reported that she would visit Kenbury Woods Landfill site on 19 February with a member of the Environment Working Party.

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3. Cllr Churchward reported that she had been attending online meetings with DCC Highways.

25/84 Public open session (maximum 10 minutes)

No comments.

25/85 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 25/86 (part II) having due regard to the confidential nature of the business to be transacted

Resolved.

PART II

25/86 Contractors contract

Due to timing issues, it was agreed to defer this item until 17 March.

This would allow the Grass Management Plan to be discussed at the Parish Council meeting on 3 March and any subsequent amendments to the Contract made.

JD

The meeting closed at 20:05

Date of next meeting Monday 17 February 2025 at 7.00pm in the Victory Hall Annexe

Signed:...Lisa May.....

Date:...17 February 2025.....