

MINUTES

Chair: Lisa May

Action

25/87 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 Gary Wheatley (GW), Cllr Adrian Wood (AW).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Teignbridge District Councillor: Charles Nuttall (CN)

Public: 0

25/88 Apologies received from

Cllr Kevin Smith (KS)

Devon County Councillor Alan Connett (AC)

25/89 Declaration of interest on agenda items

None declared.

25/90 Dispensation requests regarding Code of Conduct

None received.

25/91 Public open session (maximum 10 minutes)

No public present.

25/92 To confirm the draft minutes of the Exminster Parish Council meeting held on 3 February 2025 are an accurate record

Resolved.

25/93 Clerks report

1. An approach had been made by the Victory Hall Trust regarding drawing down the ring-fenced funds held by the Parish Council for a community coffee shop. The process for claiming the funds had been clarified with the Trust.

Action

2. Exminster Pharmacy had explained the protocol regarding re-cycling of blister packs. The sorting could only be carried out by a professional and they did not have the capacity. Due to the requirement for the destruction of an entire bag if one pill is found, even Superdrug was reconsidering the viability. Cllr Churchward reported that Boots may be starting a recycling scheme and that details had been shared on Facebook.
3. The streetlamp in Deepway Car Park would be repaired following extensive research into appropriate lighting.
4. A resident had complained about the state of Deepway Lane, including overgrown hedges, potholes and flooding. This issue, and similar with Days Pottles Lane, was being pursued with DCC Highways by Cllr Connett.
5. Cllr Guagliardo had enquired about the overgrown hedges on Deepway Lane and the responsibilities of residents who shared a boundary with the lane. As previously reported, Cllr Connett was pursuing the matter but this latest comment from Cllr Guagliardo would be passed on.
6. Due to the number Councillor apologies already received, it was determined that the Parish Council meeting scheduled for 3 March would be inquorate and an alternative date would need to be sought.

JD

25/94 To note receipt of the monthly Police report

Noted.

25/95 To approve the Parish Councils' submission to DALC regarding Devolution

Resolved.

HH

25/96 It is proposed by Councillor Wheatley and seconded by Councillor Goodey that Exminster Parish Council reduces the number of its regular Council meetings from two to one per month, on the third Monday of the month, with effect from and including April 2025

Resolved.

Notes and actions from the meeting of the New Ways of Working Workstream on 4 February had been circulated.

Cllr Wheatley explained the evaluation phases in the process that was likely to take until October to be fully realised.

Further New Ways of Working meetings would be held in the future to discuss the more effective use of Teams and reviewing the suitability of meeting premises.

Action

The Annual Council Meeting would remain as a stand-alone meeting on the first Monday in May (adjusted for the bank holiday) with the monthly Parish Council meeting taking place on the third Monday.

An extension may need to be requested for some planning application responses if the date did not accord with the monthly meeting.

The Clerk advised that the agenda would close at midnight on Sunday (one week and one day before the scheduled Parish Council meeting). The agenda item and all papers associated with it would need to be received by then, and the motions would appear on the agenda in the order of receipt. Only in exceptional circumstances would this deadline be extended to accommodate emergencies.

Cllr Wheatley was thanked for organising the New Ways of Working Workstream.

JD

PROPERTY AND FACILITIES MATTERS

25/97 Update on displaying business directional signs in Exminster village

Cllrs Guagliardo and Wood updated the Council on the project that was primarily to raise awareness of the businesses and services in the village by directing traffic off the A379 to them.

A meeting with Devon County Highways would take place to ascertain what would be acceptable. The outcome would be reported at a future meeting and the project taken forward from there.

AW/NG/JD

FINANCE MATTERS

25/98 RFO's report

Noted.

25/99 Payments for approval

It was resolved to approve payments in the sum of £5156.23.

HH

25/100 Draft accounts for January

1. Budget Comparison Report

Noted

2. Balance Sheet

Noted.

Action

25/101 To approve the reviewed Treasury & Investment Policy

Resolved.

The review had been considered by members of the Finance Working Party and a tracked changes version circulated. There were no further amendments suggested at the meeting.

HH

25/102 Update on Community Infrastructure Levy (CIL)

1. Town and Parish Forum

The RFO and Cllr Churchward attended the Town and Parish Council Forum at TDC on Wednesday February 5. A presentation on CIL was given that introduced the new guidance note to be approved (item 25/103). Slides of the presentation would be circulated. In the opinion of the RFO, there appeared to be a genuine desire from TDC officers to work with Town and Parish Councils to ensure a good outcome for residents with appropriate infrastructure provision. An Infrastructure Development/Delivery Plan with clearly evidenced projects that could be funded by CIL (although not exclusively) would provide a starting point. This was already being addressed as part of the Neighbourhood Development Plan (NDP).

Cllr Churchward noted that some Parishes (who were not receiving CIL) were aggrieved at the system finding it unfair. The level of development within the Parish was re-iterated.

2. 25/17 (6 January 2025) - seeking legal advice on CIL expenditure.

A quotation for a Kings Counsel written opinion on the application of CIL legislation by TDC was being sourced by another Teignbridge Parish. There would be the opportunity to contribute towards that advice and the aforementioned authority may be used in that case. The Parish Council's position had not changed and any further involvement would need to come back to the Parish Council for approval and authorisation. Cllrs Goodey and Wood had been appraised of the situation.

25/103 To agree a response to the Consultation on a guidance note for Town and Parish Council 'Community Infrastructure Levy' (CIL) spending

Resolved.

A version of the Guidance note had been circulated with comments. There were no further comments suggested at the meeting.

HH

PLANNING MATTERS

25/104 Planning decisions

Action

1. 25/00116/CLDP | Certificate of lawfulness for proposed development of conversion of loft with provision of dormer window and gable end instead of hipped roof, addition of three roof lights to front elevation and increase in height of flu. | Sunraye Exminster Devon EX6 8AT - REFUSED
2. 24/00957/FUL | Proposed temporary rural workers' self-build dwelling | Land North Of Old Dawlish Road Kennford Exeter EX6 7UP – GRANTED
3. 18/00531/COND1 | Discharge of conditions 4 (door details), 5 (internal wall and floor finishes) & 6 (pipe runs) on permission 18/00531/LBC for alterations to building and new two storey buildings around a courtyard to form a mental health care facility | Spurfield House Main Road Exminster EX6 8BU - APPROVED

25/105 To update Council on the current procedure for processing planning applications

The procedure had been circulated and it was agreed that this would be a useful document for succession planning for the Lead Councillors' for Planning and in the event of absence.

Cllr Churchward noted the importance of keeping up to date with training on planning and that it was important that this was factored into the Continuous Personal Development of the Admin Assistant.

Cllr Churchward was thanked for all her work on planning.

NEIGHBOURHOOD DEVELOPMENT PLAN MATTERS

25/106 To approve a quotation to provide support for the writing of key policies in the ENDP 2020-2040 at a day rate of £650 (Work expected to take no more than 4 days)

Resolved.

HH

25/107 To agree that discussions can be opened with the NHS and developers about their Hillcrest estate

Resolved.

Cllr Wood briefly explained what the land could accommodate; for example, a small sports hall, Artificial Turf Pitch and a safe walking route to the Ridge Top Park and Matford.

It was suggested that this was added to the list of projects in the NDP.

AW

SOUTH WEST EXETER DEVELOPMENT

Action

25/108 Update on matters

Cllr Wood reported that following the meeting on 31 January with representatives from the Parish Council and TDC officers regarding the Community Facility and GP Surgery at Matford (reported at the Parish Council meeting on 3 February), an email exchange had taken place, and a draft response had been circulated. The draft had been discussed at the NDP Working Party Meeting.

In summary, the letter re-iterated the Parish Council's ongoing aspiration for quality, viability, Matford Facilities funded with the £4.8M (plus inflation allowance) developers' contributions, its commitment to working collaboratively, seeking alternative sites and a commitment to producing a NDP including the Community Facility, GP Surgery and Pharmacy in the potential list of projects. Assistance was requested from TDC with production of the NDP.

It was resolved to approve the draft letter and send it to Alex Lessware, Michelle Luscombe and Neil Blaney at TDC.

JD

Additionally, the letter would be published on the website

HH

ENVIRONMENT MATTERS

25/109 To receive a recommendation from the Environment Working Party on the Grass Management Plan

Cllr Churchward explained that the plan had been discussed at the Environment Working Party meeting on 12 February. The plan would be known as the Grass Cutting Plan 2025.

There was a useful table within the document that could be incorporated into a Grounds Maintenance contract.

It was noted that there may need to be amendments made to the plan over the next two years through practice and experience.

The first review would take place in February 2026.

It was resolved to approve the plan.

JD

25/110 Councillors' reports – for information only

1. Cllr Nuttall reported that he had taken up two planning application issues with officers at TDC.
2. Cllr Churchward reported that the Kenbury Woods Landfill visit was being re-arranged for the week beginning 14 April. Councillors were asked to advise Cllr Churchward of their availability on that week if they would like to attend.

Action

ALL/SC

25/111 Public open session (maximum 10 minutes)

No public present.

25/112 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 25/113 (part II) having due regard to the confidential nature of the business to be transacted

Resolved.

PART II

25/113 To consider and approve the priorities arising from the 2024 Household Consultation

This item was being taken in Part II as it was likely that there would be discussions taking place involving contracts and leases.

The recording of the Neighbourhood Development Plan Working Party meeting where the potential projects were identified had been circulated to all Councillors.

The schedule of the proposed projects was circulated. Councillors could nominate themselves to assist with projects of interest. Cllr Churchward expressed an interest in ENDP6 and the Clerk in ENDP2.

It was resolved to approve the 7 projects.

Each project would be worked up as part of the Infrastructure Delivery Plan. A blank, draft plan had been devised that would be send as an example to TDC.

HH

It was envisaged that an update to residents would be published in April, after project stakeholders had been informed.

NDPWP

Cllr Nuttall explained the traffic calming project and would update Council fully following a meeting with Devon County Highways.

CN/JD

A Teams meeting would be arranged to discuss ENDP3.

JD/CN/AW

The meeting closed at 20:20

Date of next meeting Wednesday 5 March 2025 at 18:30 in the Victory Hall Annexe (determined after the meeting)

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

Date:.....05/03/2025.....