

BISHOPS CLYST PARISH COUNCIL

Minutes of Bishops Clyst Parish Council Meeting
Held on Monday 10 November 2014
At Clyst St Mary Primary School Hall (7.30 pm)

PRESENT	Cllrs	M Norman (Chair) (MN)	D Axford (DA)
		A Cotterill (AC)	P Cain (PC)
		S Perry (SP)	R Norman (RN)
		M Fernbank (MF)	R Hatton (RH)
		C Fairburn (CF)	M Gibbs (MG)

The Clerk and 4 members of the public were present.

- 1 **APOLOGIES** - Apologies were received from County Cllr P Bowden and PCSO Donna Baker.
- 2 **MINUTES** - DA proposed, RN seconded and all agreed that the Minutes of the October meeting be confirmed and signed as a correct record. MN signed the Full Council Minutes. PC explained that he had declared an interest in the incorrect item number at the October meeting (should have been item 10, Winslade Park). SP explained that he had also done the same (should have been item 10, Winslade Park).
- 3 **RISK ASSESSMENT/DECLARATIONS OF INTEREST AND DISPENSATIONS.**
Risks were noted. No declarations of interest or written dispensations were received.
- 4 **MATTERS ARISING FROM THE LAST MEETING:**
 - 4.1 Car parking breaches – All agreed with the wording of the draft notice for inclusion within infringement wallets, as well as the article for Clyst Valley News. Clerk to purchase wallets, print out notices and submit CVN article for December issue. AC/DA/MN all volunteered to patrol car parks.
Action: Clerk/AC/DA/MN
 - 4.2 Future Security of Recreation Field – DCC provided a hedge contractor name and Clerk to seek quote to reduce hedge adjoining A3052 (to improve visibility). SP agreed to seek advice from an engineering company regarding a suitable bollard.
Action: Clerk/SP
 - 4.3 Traveller Incursion – Hugo Swire MP has forwarded the Council's letter to the Secretary of State for Communities and Local Government seeking comments and will report back once these have been received.
Action: Clerk.
 - 4.4 Casual Vacancies – one application had been received. On the basis of an imbalance of Councillors, MN extended the deadline date as he is aware of possible other applications from Sowton Parish. All members present were happy with the Chairman's decision.
 - 4.5 Any Other Matters Arising:
 - A letter of complaint had been sent to EDDC following inconsistent emptying of dog bin at the Roman Bridge. MN reported that the bin has since been emptied on time and that the situation had now been resolved satisfactorily.
 - MN had received complaints about the wording of the rugby signs on the entrance to Clyst St Mary which stated "Police Notice – permit holders only". Tony Rowe has apologized for this error and offered new signs. MN to speak with local businesses and circulate suggested wording to Cllrs before confirming.
Action: MN
- 5 **REPORT FROM COUNTY COUNCILLOR - PETER BOWDEN**
Apologies received.
- 6 **REPORT FROM DISTRICT COUNCILLOR - MIKE HOWE (MH)**
 - East Devon beaches have been awarded 7 awards for cleanliness.
 - The Local Plan is ongoing and it is hoped that it could be completed Autumn 2015, after the statutory consultations.
 - In order for fast speed broadband to be delivered to Clyst St Mary, BT will need to extend the Topsham range which involves closing Countess Wear roundabout, which is a challenge. MH is talking to companies with a view to supplying WiFi (an alternative to fibre optic, which will result in a cost to users).
 - He reported that F&C REIT had approached EDDC regarding an 80 yr Lease for the recreation ground at Winslade Park (at a Peppercorn rent). EDDC's view is that the liability of the Trust is too high so they have declined the offer.
- 7 **REPORT FROM PCSO DONNA BAKER**
Not present. A copy of her report is in the Minutes Book.

Signed Chair Dated: 08.12.14

8 OPEN SESSION

No comments. Open session closed.

9 S106 FUNDING

- Gym equipment – A meeting has been arranged for 21.11.14 (9.30 am) MN's house to peruse the suggested contractor designs. EDDC have now confirmed that there is no deadline for fund spending. PC wished MH to be invited to this meeting. Action: S106 Steering Group/Clerk
- To discuss future use of recreation field – PC and RH to survey the recreation field in order to calculate the work involved in levelling the ground to accommodate a possible football pitch for use by children and also possibly the primary school. This suggestion was put forward in the last S106 round, but discounted due to cost involved. PC/RH to report at December meeting. Action: PC/RH

10 PLANNING – SP

Applications for Consideration:

<u>Plan No & Type</u>	<u>Location</u>	<u>Proposed Development</u>
14/2237/MOUT	Land to North of A3052 Between Cat & Fiddle & Devon County Showground	Outline app with some matters reserved for the construction of up to 93 dwellings and new access and associated open space (access to be considered).
The Open Meeting was well attended by the public on 29.10.14. Highways have objected on grounds of access. SP proposed the Council object on grounds of access, outside the village settlement boundary, remote and unsustainable and also state that Clyst St Mary has already approved applications which puts the village above the 10% growth required so further expansion is unreasonable and against our emerging Neighbourhood Plan and existing Parish Plan. Seconded by MG. All agreed except PC who supported the application.		
14/2237/MOUT	(as above – amendment)	Transport Assessment.
As above.		
14/2454/FUL	3 Fawns Cottage, Sowton	Construction of first floor side extension.
The Planning Committee supported this application.		
14/2325/FUL	Westpoint Exhibition Centre	Extension to existing tracks (partially retrospective)
The Planning Committee supported this application.		
14/2267/ADV	Mills & Son, The Stores	1 No. non-illuminated hoarding sign.
The Planning Committee supported this application.		
14/2030/FUL	Friends Provident, Winslade Pk (Amended)	Installation of security fencing to part of north, east and west boundaries and internally through the site.
SP proposed this application be supported. MF seconded. All agreed.		
14/2659/TCA	Meadowsweet, Sowton	T1 Maple – Fell; T2 Yew – crown lift over verge to 3m; T3 Cyress – Fell.
SP proposed this application be supported. DA seconded. All agreed.		
14/2645/ful	Brockwells Farm, Frog Ln, CSM	Construction of Garage.
SP proposed this application be supported. DA seconded. All agreed.		

Decisions from EDDC:

<u>Plan No & Type</u>	<u>Location & Proposed Development</u>	<u>Decision</u>
14/1379/MFUL	Land surrounding Walnut Cotts, Oil Mill Lane Installation of ground mounted photovoltaic solar arrays together with power inverter systems; transformer stations; internal access tracks; landscaping; CCTV; security fencing and associated access gate.	Refusal
14/1985/TRE	8 Grindle Way, CSM T1 - Luscombe Oak - Reduce branches to give 3m clearance off the bungalow. Crown spread to be reduced from 14m to 11m making pruning cuts of up to 100mm.	Grant
14/1572/FUL	Exeter Youth Rugby Ltd, Oil Mill Lane Creation of new entrance to former agricultural field for creation of three rugby pitches and construction of new access, parking and temporary ancillary accommodation.	Grant
14/2225/PDJ	Units 3,4, 11-16, Bishops Court Gardens. Change of Use and conversion of office to residential	Refused

Signed Chair Dated: 08.12.14

Any other matters for information/discussion:

To discuss any relevant planning matters, if required.

- EDDC's response re: Local Plan adopted 2006 had previously been circulated to Cllrs. In summary, it explained that at present, the 2006 Local Plan still stands but consideration needs to be given to the National Planning Policy Framework published 2012 as well as EDDC new draft Local Plan. The contents were noted.
- Devizes homes appeal dismissed due to Neighbour Plan conflict – MH explained that this Parish Council's NP is not as advanced as that of Devizes and therefore no similarities exist. For details: http://www.planningportal.gov.uk/general/news/stories/2014/october14/301014/301014_5
- **Neighbourhood Planning** – RH apologized for not circulating 14.10.14 Minutes. Questionnaires have been circulated to residents. Questionnaire is on the Council's website. A letter has gone out to all businesses in Parishes as well as to special interest groups. RH is identifying landowners. Next meeting 13.11.14 (7pm). Comments that are received that are not NP related will be captured and fed back to Council at a later date. A lengthy discussion followed regarding encroaching hedgerows upon highways (Oil Mill Lane and Church Lane were highlighted).
- **Winslade Park Consultation Group** – DA proposed the Consultation Group be disbanded as he felt that PC's investigations duplicated his efforts. RH seconded. All agreed. PC explained that he had been looking into the formation of a possible Sports & Recreation Club and had invited Councillors to a meeting held at his house on 22.10.14 where he explained how a group have been formed with the aim of securing the recreational area for villagers' use and to shape it so it is a workable space, following Sport England's advice. The newly formed Clyst St Mary Sports & Recreation Club is meeting on 11.11.14 and Sports England next week. It was reported that Devon Wildlife Trust has been approached regarding the possible management of the 'nature meadow'.

11 **ACCOUNTS AND FINANCES - PC/Clerk.**

The Clerk reported the cheques written out for authorisation.

- DA proposed, SP seconded and all agreed the monthly transactions be authorised.
- PC proposed the quote (£780) from J F Harvey to cut back trees that were becoming overgrown on the bank in upper car park be accepted. DA seconded. All agreed. Work to be carried out during Xmas holiday weather permitting (cone off half car park) or February Half Term. Clerk to put article in CVN about restricted parking, etc. Action: Clerk
- Contractor quotes for 2015 had been received re: grass-cutting and maintenance. PC proposed Derick Pedrick's quote of £671 be accepted for the maintenance contract (same as last year), DA seconded. All agreed. The Clerk had sought 3 quotes for grasscutting, the cheapest being P Landscape (current contractor). PC proposed P Landscape's quote of £1390 plus VAT be accepted, SP seconded. All agreed. Action: Clerk.
- To update Councillors re: Council Tax Support Grant 2015/16 – PC summarized that the support grant (previously Council Tax Benefit) will see a reduction of 15% which equates to £116 for this Council.

12 **HIGHWAY MATTERS - to receive updates on matters previously raised.**

- 12.1 SWW CCTV investigation in Village Road/Frog Lane carried out 17/18 Sept – Investigations have found settled deposits in main sewer from Half Moon to Roman Bridge. Work will be undertaken 4-6 week to remove this build up. Further investigation work is required in the lower part of village in the next 4 weeks and finally some repair and maintenance is required in another section which will be reviewed at a later date. The Clerk has asked if and when other sections will be investigated (Myrtle Cottage to Manor Park, Frog Lane c/pk to junction with Bishops Court Lane). To agenda January 2015. Action: Clerk.
- 12.2 CSM Roundabout Shrubs – DA to chase. Action: DA
- 12.3 Review of speeds along A376 (J30 to CSM roundabout) – The police have identified an issue and are liaising with Safety Camera Partnership to look into ways and locations for operating enforcement. They are also looking into using the matrix board to reinforce speed limit message.
- 12.4 Frog Lane – increasing traffic and speeds – PCSO Baker has agreed to attend early morning checks and report her findings.
- 12.5 Response to comments submitted re: Improvements to J30 – slip road to CSM consultation – MF's comments has not yet been responded to. Clerk to chase. Action: Clerk.
- 12.6 Side drains along A376 – This will be undertaken Dec/Jan.
- 12.7 Ditch at bottom of Winslade Park Avenue – DCC to advise when programme of works is available.
- 12.8 A3052 blocked gullies – DCC to advise when updated programme for gully cleaning is made available.
- 12.9 Exit from Church Lane – overgrown vegetation – MN felt that this should be monitored.
- 12.10 Faulty Street lights next to Malsters – now working.
- 12.11 Potholes outside school – DCC have reported this.
- 12.12 Overgrown hedge of property whose garden backs onto Church Lane – RN reported that the width of Church Lane is becoming narrow and although the hedges look tidy, they are encroaching the highway and the hedge bank is slowly slipping into the road. Clerk to make enquiries with DCC and look into

writing a letter to residents of even numbers 106 – 68 Clyst Valley Road. PC suggested looking into quotes for contractor to cut back tightly entire length of hedge.

- 12.13 68 Clyst Valley Road – wall – Resident plans to rebuild the wall and is attempting to speak to someone in Highways to seek advice regarding the bank.
- 12.14 53 Clyst Valley Road – overgrown hedge – the resident reassures the Council that the hedge will be cut back and is seeking contractor quotes.
- 12.15 A376 Winslade Park Traffic Signals – road closure consultation – No comments were made.
- 12.16 Any other Highway matters:
 - Clearing of grip at bottom of Winslade Park Avenue – PC had undertaken the clearing work but the Clerk had written to DCC advising them that their contractors were sweeping leaves and debris into the grip thereby blocking it up.
 - AC reported that the number of trucks using Winslade Park has been vastly reduced.
 - CF reported a lorry parked on the grass verge (junction of Church Lane with Winslade Park) which had churned up the grass.

- 13 **DEVON REMEMBERS** – PC would like more photos for inclusion. He anticipates the first draft should be with MG/MF for proof reading in a couple of weeks. Action: Devon Remembers Group

MH left the meeting.

14 **POLICIES/DOCUMENTS DUE FOR REVIEW/AGREEMENT**

- Finance & GP Working Group - Community Grants Policy/App Form; Financial Regulations; Risk Assessment/Risk Management Policy; Terms of Reference. The Finance & GP Working Group will meet to discuss these shortly along with Precept requirements y/e 2016.
- Planning Committee - Planning Application procedure; Terms of Reference – SP will circulate papers to his Committee. RN suggested that the Chair clarifies to the public that their time to speak is during the open session of a full Council meeting.
- Data Protection Provision – Chair/Clerk to ensure that the Council continues to meet its obligations.

15 **CORRESPONDENCE**

Boundary Commission Consultation : Deadline 19.1.15 <https://consultation.lgbce.org.uk/node/4141> - to be forwarded to December 2014 meeting.

16 **REPORTS**

- 16.1 Village Halls - Clyst St Mary – New lights are planned in village hall and an autumn clean which includes window cleaning will be undertaken. A murder mystery evening is planned 22.11.14 at the Hall. Sowton – Nothing to report.
- 16.2 Airport – next meeting planned for early December.
- 16.3 Allotments – All plots are now taken. Plot 7 has not yet been rotavated and outgoing tenant, Mr Roy Williams, not paid 50% contribution.
- 16.4 Play Area/Field – MG proposed 1 (maybe 2 finance dependent) picnic benches made of recycled materials be purchased (hopefully through Parishes Together Funding) at £395 plus VAT each within the play area. Clerk to seek quote for concrete slab to fix bench to. PC seconded. All agreed. RH confirmed that the school no longer wishes to partake in this funding. Action: Clerk.
- 16.5 Report from School Governor – RH reported that DCC do not plan to build a new school at Clyst St Mary as it feels there is room for the school to cope with intake from future possible development. Any Other Reports:- None.

17 **ANY OTHER BUSINESS RAISED BY AGREEMENT.**

- Crealy Liaison Meeting – November's meeting rescheduled for March.
- DCC/EDDC Joint Meeting – 2.12.14 – 5.30 pm – Cllrs M Norman/Axford attending.
- DA proposed the 2015 Full Council meeting dates (circulated previously) be accepted. PC seconded. All agreed.
- Matters for December's agenda: Concerns regarding run-off from development into River Clyst and likely impact upon CSM (SP explained that as part of any application developers must address this issue using attenuation ponds/tanks ensuring that surface run-off is no greater than before development); Bus Service to Topsham (RH explained that this has been dealt with in the NP questionnaire); Copy of summarized Minutes in Clyst Valley News (volunteer required).

- 16 **DONM** – Mon 8 December 2014 – **CLYST ST MARY PRIMARY SCHOOL HALL STARTING AT 7.30 PM PROMPT.**

The Chairman thanked those present for their attendance and declared the meeting closed at 9.26 pm.

Signed Chair Dated: 08.12.14