

## BISHOPS CLYST PARISH COUNCIL

DRAFT Minutes of Bishops Clyst Parish Council Meeting  
Held on Monday 12 January 2015  
At Clyst St Mary Primary School Hall (7.30 pm)

<b>PRESENT</b>	Cllrs	M Norman (Chair) (MN)	D Axford (DA)
		A Cotterill (AC)	C Scanes (CS)
		S Perry (SP)	E Chudley (EC)
		M Fernbank (MF)	R Hatton (RH)
		C Fairburn (CF)	

District Councillor Mike Howe, the Clerk and 7 members of the public were present.

- 1 **APOLOGIES** – received from County Cllr Peter Bowden and Cllr Mary Gibbs.
- 2 **MINUTES** - DA proposed, MF seconded and all agreed that the Minutes of the December meeting be confirmed and signed as a correct record. MN signed the Full Council Minutes. AC asked if notices warning motorists of the part closure of the upper car park, were prepared (re: tree cutting works at upper car park item 4.4 of Minutes). MN confirmed that notices had been prepared for circulation.
- 3 **RISK ASSESSMENT/DECLARATIONS OF INTEREST AND DISPENSATIONS.**  
Risks were noted.  
MF declared an interest in item number 11 (Winslade Park) because he is a member of the Countess Wear Cricket Club who use the facilities at Winslade Park. He also declared an interest in item number 12 (S137 grant applications) as he sits on the Sowton PCC.  
RH declared an interest in item number 12 (S137 grant applications) as he sits on the Clyst St Mary PCC.  
DA declared an interest in item number 12 (S137 grant applications) as he sits on the Clyst St Mary PCC.  
SP declared an interest in item number 11 (Winslade Park) because he sits on the Sports & Recreation Club.  
No other declarations or dispensations were received.
- 4 **MATTERS ARISING FROM THE LAST MEETING:**  
MN announced that there had been two Councillor resignations since the last meeting. Clerk to write letter of thanks to Roger Norman and Peter Cain for their services to the Council. Action: Clerk
  - 4.1 Welcome new Councillors – Cllrs Chris Scanes and Edward Chudley were welcomed to the meeting.
  - 4.2 New Clerk's Employment – One candidate had been interviewed and another is being interviewed on 14.1.15. RH agreed to open the school hall, if required. The Clerk reiterated that she was prepared to continue in post until 31.1.15 pending employment. Action: DA/CF/SP/MN
  - 4.3 Car parking infringement notices issued 9.12.14 – 19 infringements notices were issued, 12 had renewed their permits as a result. Currently there are 79 valid permits for the 54 available parking spaces (plus one disabled space). It is anticipated that the next date for issuing notices will be towards the end of February. Action: MF
  - 4.4 Future Security of Recreation Field – Bollard installation costs for consideration – Forward to February agenda. Action: SP
  - 4.5 Traveller Incursion – a letter from Dept for Communities and Local Government had previously been circulated on 23.12.14 - The Clerk had explored <http://tinyurl.com/n7poa7x> and highlighted that a local Byelaw may help the Council with future evictions. District Cllr Mike Howe agreed to make enquiries at EDDC. Action: MH
  - 4.6 Rugby signage at village entrance – Businesses had voiced that they would prefer no signage to be in situ. DA proposed that the Chiefs put up suitable signage directing traffic to Westpoint. SP seconded. All agreed. Action: MN
  - 4.7 Letter to EDDC/EA/DCC re: Water run-off concerns from developments into River Clyst – no response had been received. Action: Clerk.
  - 4.8 Any Other Matters Arising: None.
- 5 **REPORT FROM COUNTY COUNCILLOR - PETER BOWDEN (PB)**  
Not present and no report had been received. MN reported that a meeting of the Parishes is to be held either 27, 28 or 30 January 2015 at Broadclyst. Action: MN/Clerk
- 6 **REPORT FROM DISTRICT COUNCILLOR - MIKE HOWE (MH)**  
Nothing to report. As yet there is still no date for Broadband. He will continue to chase this matter.

Signed Chair ..... Dated: 09.02.15

7 **REPORT FROM PCSO DONNA BAKER**

Not present (police surgery being held in school). There were no crimes for December. The Matrix Board was having some effect on speeds as motorists approach Clyst St Mary roundabout from M5 direction. It is hoped that speed data will be collected for Frog Lane tomorrow.

8 **OPEN SESSION**

Gaeron Kayley from 'Save Clyst St Mary' campaign, provided an update to the Council. Since the Extraordinary Meeting held 7.1.15, there had been increased traffic on the website and donations. The campaign is becoming stronger with more people signing up. The Oil Mill Lane Residents' Association (OMLRA) would like to put forward a representative and Cat & Fiddle Residents' Association is also considering this. He has spoken to residents face to face and received further support. Other organisations, such as East Devon Alliance, Radio Devon and local press are also involved in communications. He explained that the website <http://saveclyststmary.org.uk/about/> is updated daily and that their campaign will be setting up a constitution and opening a bank account. The group will be present at the Extraordinary Meeting on 20.1.15 when a further update on the campaign will be given.

MH explained that EDDC's website had been experiencing problems so delays in uploading representations will occur. The Plymouth Brethren application is to be submitted imminently (January 2015).

Open session closed.

9 **S106 FUNDING**

- Gym Equipment – The upcoming consultation event: 22 January 2015 (3-8 pm) at Village Hall is planned and CS volunteered to help out. Minimum 30 – 40 votes in total is required. Action: Clerk
- Future use of recreation field – to provide further investigation details – Forward to February Agenda. Action: RH

10 **SAVE CLYST ST MARY Campaign**

- 10.1 Extraordinary Meeting held 7.1.15 – Possible employment of Planning Consultant – DA proposed the minutes from this meeting is signed as a true and correct record. AC seconded. All agreed. MN reported on the overwhelming attendance at this meeting when it was agreed to employ Charlie Hopkins to act on the Council's behalf regarding planning in the Parish. Charlie has already responded with a set of questions for the Council to answer. He will be present at the Extraordinary Meeting on 20.1.15 and will be addressing the public.
- 10.2 Provide a brief report on Campaign lead by residents and offer of donations. Responses received from mail-out – see open session above.

11 **PLANNING – SP**

***Applications for Consideration:***

<i>Plan No &amp; Type</i>	<i>Location</i>	<i>Proposed Development</i>
14/2735/FUL	2-5 Old Stables, Winslade Btn	Removal of condition 4 of planning permission 00/P0644 to allow unrestricted residential occupation
The Planning Committee support this application.		
14/2980/FUL	3 Fawns Cottage, Sowton	Construction of first floor side extension
DA proposed this application be supported. AC seconded. All agreed.		
14/2952/MFUL	Land surrounding Walnut Cotts OML	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.
Discussion took place which included comments - unsightly to neighbours and number of listed buildings overlooking the site, question land grade. This application is being looked at by Charlie Hopkins.		
14/2637/OUT	Friends Provident, WP, CSM	Demolition of Brook House and Clyst House and outline application (seeking to discharge means of access only) for up to 237 new dwellings, 1805 sq metres of B1(A) and D1 commercial floorspace, together with replacement sports facilities comprising two football pitches, a cricket pitch and sports pavilion, and associated development including parking and access
14/2638/LBC	Friends Provident, WP, CSM	Renovation works to secure the continued use of the building for B1(a) purposes. Removal of the modern bridge link between the Manor House and Winslade House.
14/2640/MFUL	Friends Provident, WP, CSM	Conversion of the building from current

Signed Chair ..... Dated: 09.02.15

		B1(a) office use to 61 (C3) residential units including the removal and making good of the bridge link between Winslade Manor and Winslade House and provision of basement car park.
14/2641/LBC	Friends Provident, WP, CSM	Conversion of Winslade House from B1(a) office to 61 (C3) residential units including the removal and making good of the bridge link between Winslade Manor and Winslade House and provision of basement car park.
14/2642/FUL	Friends Provident, WP, CSM	Demolition of modern extensions and conversion of the former Stable Block form D2 Leisure Use to 6 residential units
14/2643/LBC	Friends Provident, WP, CSM	Demolition of modern extensions and conversion of the former Stable Block form D2 Leisure Use to 6 residential units
14/2644/MFUL	Friends Provident, WP, CSM	Change of use from Agricultural Land to Community Park including the provision of footpaths, new landscaping and changes to levels

Charlie Hopkins has the plans for the 7 applications listed above and SP is looking into the questions raised by Charlie. SP asked what the Parish Council's views were on 14/2640/MFUL as he felt that this application might be worthy of support. MN responded by saying that this will be discussed at the Extraordinary Meeting on 20.1.15.

14/2590/LBC                      The Barn, Coxes Farm, Sidmth Road, CSM      Repairs to walls and replacement roof.

SP proposed the Council object to this application on the grounds that work had already been carried out to a change of use standard rather than a 'repair'. RH seconded. All agreed.

14/2650/FUL                      Unit 2 Jacks Way, Hill Barton      Extension to existing vehicle storage  
(Adjoining)                      Business Park, CSM                      compound (approved under 13/2069/MRES) including installation of security fencing and additional floodlights on existing columns.

Farringdon PC has a meeting on 14.1.15 to discuss this.

14/2237/MOUT                      Land North of A3052 between      Outline application with some matters  
(amendment)                      Cat & Fiddle and Devon                      reserved for the construction of up to 93  
County Showground                      dwellings and new access and associated  
open space (access to be considered)

Discussion took place which included comments: this is a greenfield site, not sustainable, outside the village development boundary, traffic pinch point will be at Clyst St Mary roundabout. SP proposed an objection, AC seconded. All agreed. This application will be discussed at the Extraordinary Meeting to be held 20.1.15.

15/0006/FUL                      Sowton Place, Sowton                      Construction of single storey rear extension, dormers to rear and front roof elevations, decking to rear and garage to side elevation.

English Heritage to be approached to ascertain their stance on this application being so close to the Rectory. SP proposed an objection unless English Heritage supports the application. DA seconded. All agreed. SP then went through some of Charlie Hopkins questions asking for feedback/information. CS asked if SWW will be consulted on planning applications. MH could confirm that they will be. The question of RD&E capacity was discussed. MH responded by saying that there is S106 monies available to the Health Service if they applied. He also read out a statistic from a car usage survey; this Ward is amongst the top 20% in the Country.

#### **Decisions from EDDC:**

<i>Plan No &amp; Type</i>	<i>Location &amp; Proposed Development</i>	<i>Decision</i>
14/2659/TCA	<b>Meadowsweet, Sowton</b> T1, Maple - Fell T2, Yew - Crown lift over verge to 3m T3, Cypress – Fell	Grant
14/2645/FUL	<b>Brockwells Farm, Frog Lane, CSM</b> Construction of garage	Grant
14/2267/ADV	<b>Mills &amp; Son, The Stores, CSM</b> 1 No. non-illuminated hoarding sign	Grant

#### **Any other matters for information/discussion:**

To discuss any relevant planning matters, if required

- **Invitation from Steven Abbott Associates LLP to attend public open meeting (9.12.14)** – proposed outline planning application for residential development (40 houses) – Land off Clyst Valley Road, CSM. For discussion at 20.1.15 Extraordinary Meeting.

- **Documents for Review:** Planning Application procedure using E-mails; Terms of Reference – forwarded to February Agenda.
- **Neighbourhood Planning** – Next meeting 15.1.15 (7pm) at Primary School Hall. 24.1.15 (9.30 am) is an open 'workshop' session in the Village Hall should Councillors wish to attend. It is hoped that the Plan will be completed September 2015.
- **Winslade Park** – A meeting with F&C REIT has been organised for 15.1.15 (3 pm) to talk about a possible Trust entity. Following the Extraordinary Meeting on 7.1.15 it was questioned whether to go ahead with this meeting. RH suggested it go ahead. MN suggested those who are able, to meet 2.30 pm at RH's house. AC volunteered to attend. Action: RH/MN/AC/CF/DA

## 12 **ACCOUNTS AND FINANCES** - Clerk.

The Clerk reported the cheques written out for authorisation.

DA proposed, SP seconded and all agreed the monthly transactions be authorised.

- Finance & General Purposes Working Group – 19.12.14 meeting Minutes – RH proposed that these be signed as a true and correct record with the additional amended precept. AC seconded. All agreed. The Clerk explained that at that meeting the Minutes record a precept increase of 20% to £21,139.50 for 2015/16 however following the Extraordinary Meeting on 7.1.15, it was amended to reflect the employment of Charlie Hopkins (Planning Consultant) and £2,500 was added to the budget (to be spread over 2 years) equating to an additional £1250 on the precept. The precept now being put forward for recommendation is £22,389.50 (27% increase). DA proposed the 2015/16 precept of £22,389.50 be accepted, AC seconded. All agreed. Action: Clerk.
- New Financial Regulations and Risk Assessment – DA agreed to start looking through this which is a completely remodeled version. Action: DA
- To consider S137 grant applications received. DA/RH/MF took no part in the discussion. Two applications were received and both met the Council's criteria requirements. One from Sowton PCC requesting a grant for £374 for a mower and the other from Clyst St Mary PCC requesting a grant for £500 towards an electric piano. As only £750 is budgeted for S137 grant donations, CF proposed that the suggestion of £325 for Sowton PCC and £425 for Clyst St Mary PCC be adopted. SP seconded. All agreed. Action: Clerk.
- Brass plaque under Jubilee Tree – a quote had been received in the sum of £68 for the plaque to be posted mounted. AC felt that the brass plaque itself could do with some maintenance. AC to look into removing it and carry out some maintenance. Action: AC.
- CF asked who would stand as Finance Chair. DA and MN volunteered to oversee this role until such time as a new Finance Chair could be appointed in the spring.

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

- 13.1 SWW – SWW argue that they have received no complaints regarding the drains from Myrtle Cottage to Manor Garden and from the Frog Lane car park to the junction with Bishops Court Lane. RH stated that during heavy rain, the water is prevented from dissipating down the drain. The gully had been cleared by DCC and yet the problem still exists. MN stated that at the on-site meeting with Peter Hocking of SWW, he had promised to carry out investigations of the whole village and that they should honour that. Clerk to write to SWW and copy in OFWAT drawing particular attention to how people are affected. MN to approach the pub asking if they had any statistics that could be used. Action: Clerk/MN
- 13.2 CSM Roundabout Shrubs Sponsorship – DA to chase Cavanna Homes for a response. P Landscape to be approached. Action: DA
- 13.3 Review of speeds along A376 (J30 to CSM roundabout). The Matrix board had some positive affect on speed approaching the Clyst St Mary roundabout.
- 13.4 Frog Lane – increasing traffic and speeds – it is hoped that Donna will collate information 13.1.15. Action: MN
- 13.5 Encroaching hedge line – Church Lane – A quote in the sum of £30 had been obtained to flail cut the hedge in Church Lane. The Clerk to circulate a draft letter to Cllrs prior to it being delivered to affected residents. DA proposed the quote be accepted, CF seconded. All agreed. DCC have committed to carrying out verge ploughing along this area. Action: Clerk
- 13.6 Additional grip – bottom of Winsade Park Avenue – A quote of £56 had been received for this work. DA proposed this be accepted, AC seconded. All agreed. Action: Clerk.
- 13.7 Pavements at Cat & Fiddle (alongside A3052) – No update had been received. Action: Clerk.
- 13.8 Any other Highway matters:-  
RH reported that a street light outside 16 Clyst Valley Road was only on from 4.30 pm – 6.30 pm and suggested the timer was faulty. Action: Clerk.

## 14 **DEVON REMEMBERS** – MF reported that Peter Cain had prepared a booklet and had collated profiles of soldiers. MF hopes that Peter Cain is willing to continue with this work. Action: MF/MG

## 15 **POLICIES/DOCUMENTS DUE FOR REVIEW/AGREEMENT**

- Emergency Working Group Terms of Reference – DA proposed, CF seconded and all agreed that the revised Terms of Reference be accepted. Action: Clerk.

Signed Chair ..... Dated: 09.02.15



16 **CORRESPONDENCE**

To receive a synopsis of correspondence received and not covered elsewhere on this Agenda.

- Mr & Mrs L A Trim – Objection letter re: Winslade Park planning proposals. MN had passed this letter to Charlie Hopkins. CF asked if the Clerk could resend the letter to her.
- Copy letter from Persona Associates (to Cllr Hatton) – depositing of documents at Village Hall 11.12.14 – 22.1.15 incl (public notice, Order and Schedule with maps) re: Dept of Transport draft proposals for improvements to J30 – RH reported that this had been carried out.
- Letter from Highways Agency re: Pinch Point programme in Jan 2015 to J30 southbound exit slip road and junction. MF commented that he was uncertain why the northbound exit slip road also required closure.
- EDDC – Clyst St George Parish Council application for Designation of a Neighbourhood Area (previously circulated 19.12.14). No comments were received.

17 **REPORTS**

- 17.1 Village Halls - Clyst St Mary – RH reported that negotiations with Exeter Community Energy were ongoing re: possible solar panels on the roof but as yet no decision had been made. A Burns Night is planned for 24.1.15 at £15/head which included supper and dancing. Sowton – MF reported that the Christmas Social had been well supported and that a Beetle Drive is arranged for 6.2.15.
- 17.2 Airport - 10.12.14 Meeting – DA had circulated his report.
- 17.3 Allotments – One vacant plot exists. The brother of an existing tenant has applied however he lives at Tipton St John. In the absence of a waiting list MN proposed that he be allowed to take the plot on. DA seconded. All agreed. Action: Clerk.
- 17.4 Play Area/Field – picnic table – Parishes Together Funding - the Clerk is collating information in support of a picnic table and District Cllr Howe agreed to offer his support. A request from Clyst St George for approximately £100 had been received towards a picnic table for their Parish. DA proposed this be supported, MN seconded. All agreed. Action: Clerk.
- 17.5 Report from School Governor – RH had nothing to report.
- 17.6 Any Other Reports:- None.

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

19 **DONM – Mon 9 February 2015 – 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 9.02 pm.