

Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on Wednesday 26th August 2015 at 20.00 in the The Village Hall, Exbourne.

59. Those present

Cllr M. Luxton (Chairman)
Cllr Mrs. R. Williams (Vice-Chairman)
Cllr S. Blakeman
Cllr. U. Lawson
Cllr T. Foster
Cllr A. Hedley

There was one member of the public present.

The chairman invited the member of the public to address the meeting. Mr. Forester stated he wished to speak regarding the planning application at Shilstone Bungalow (min ref: 67.5). He objects to the application. He informed the council that there is already an agricultural dwelling on site and does not believe this to be a supervisory workers dwelling he considers it will be a home. The business is horticultural, but most of the fruit and vegetables are purchased from a wholesaler and not grown on site. He also has concerns regarding the access to the proposed new dwelling. The proposed access is being cut through the hedge onto the access (which is also a footpath) to Shilstone Farm and Shilstone Bungalow. The point at which this joins the highway does not give great visibility and this proposal will result in more traffic using this access. This proposed dwelling is being built in open countryside, if it is a supervisory workers dwelling it should be built adjacent to the work site.

The chairman thanked him for attending the meeting and suggested he submits his comments to WDBC. Mr Forester confirmed he would be doing this (the deadline for sending in comments has been extended to 18th Sept) and he would send a copy to the parish council.

60. Apologies for absence – Cllr. Cobb has sent his apologies because of work commitments. His apology was accepted.

Cllr Lois Samuel, Borough Councillor for the Exbourne Ward, has also sent her apologies as she was unable to attend this evening.

61. Declarations of interest – there were none.

62. Minutes of the last meeting. An amendment to the minutes of the July 15th meeting has been requested by a member of the public.

Claire Kelly has requested her name be changed from 'Ms. Kelly' to 'Dr. Kelly'. This was agreed by all. The chairman initialled the alteration.

It was proposed by Cllr Blakeman that the minutes of the last meeting (29th July) be signed as a correct record. This was seconded by Cllr Hedley. The chairman signed the minutes.

63. Matters arising from the last meeting

63.1 Report by Borough Councillors – neither of the Borough Councillors were present.

63.2 Conclusion of Annual Audit – should make mention that the External Auditors report did not raise any issues that required attention by the parish council.

The clerk stated the minutes of the previous meeting did not fully make clear the nature of the External Auditor's report.

63.3 Neighbourhood Plan update

63.3.1 Agree Designation of Area – Cllr Hedley had circulated this document prior to the meeting. Cllr Blakeman felt that the 'Statement confirming why the proposed plan area is appropriate' should mention that the parish councillors representing Jacobstowe parish had been asked if they wished to prepare a Neighbourhood Plan and they had stated that they did not wish to.

Cllr Hedley stated he would amend the application form.

63.3.2 Agree Group Terms of Reference – Cllr Hedley informed the council that Rebecca Black had stated that, although it was not a formal requirement, the majority of Neighbourhood Plan groups that she has worked with do include a provision that the group will include a member of the parish council. Cllr Hedley sought clarity on whether a similar provision should be included in the Exbourne Group terms of reference so parish council representation was maintained should he be unable to continue in his role. This was discussed and it was decided that the terms of reference would be amended to say that where possible the parish council would endeavour to ensure that they have representation on the group.

N.P. Update – Cllr Hedley had also circulated a draft questionnaire, which the Neighbourhood Plan group hope to deliver to homes in Exbourne parish next month. It is hoped that the results of this questionnaire will identify the main issues and themes that the Neighbourhood Plan should focus on.

Cllr Blakeman felt that the way in which the questions were asked would mean respondents would need to think about their answers and this might result in a lower response. He suggested questions with multiple choice answers.

Cllr Williams felt the questionnaire was suitably worded.

Cllr Hedley informed the council that general guidance indicated it was important for the questions to be open and not leading at this early stage in the process. The questionnaire was being tested and if it was apparent that there were problems then it will be amended.

Cllr Hedley stated the questionnaires will be hand delivered and he asked if the parish council insurance would cover the members of the group. The clerk will check with the insurance company.

A logo has been designed and publicity is being carried out.

Cllr Hedley has ascertained that Locality Funding cannot be accessed until the Neighbourhood Area designation has been sent in to the Local Planning Authority and formal public consultation undertaken, which would take around 6 weeks. The rules now stipulate that any application for funding by the group needs to be for a minimum of £1000 and be spent within 6 months or by the end of the financial year. Other groups are more advanced and have reached the stage at which they are using consultants and spending larger sums of money.

He has hopes that, if an early draft project plan is met, the Neighbourhood Plan will be completed by March 2017.

Cllr Hedley stated The Burrow has provided the best quote of up to £40 to print the questionnaires, and he would like to ask if the parish council could pay for this item of expenditure. The clerk to put this item on the agenda for the next meeting.

63.4 Parish Council website – Cllr Mrs. Williams had sent out a link to everyone so they can see the layout. Documents need to be in pdf format to go on the website.

She has found HugoFox to be very helpful.

All councillors were happy to have their contact details on the website. It was agreed that there was only a need to have the one agenda (of the forthcoming meeting) on the website.

Put up draft and approved minutes.

She pointed out that it was not live yet.

63.5 Purchase of parish council computer for use by the clerk – proposals

Cllr Mrs. Williams has looked at a lot of information. An Asus laptop at a cost of £329.95 and a Canon All in one printer have been recommended. Will also need to purchase Home and school edition of Microsoft Office (this costs £99 and will last the lifetime of the computer).

The clerk stated she would prefer a mouse.

Cllr Mrs Williams proposed the purchase of the above items. This was seconded by Cllr Foster and agreed by all.

63.6 Cutting of grass and clearing of car park at Little Ellicroft Meadow – Cllr Cobb was not present. Cllr Lawson stated he was unsure if the container had now been removed.

63.7 Risk Assessment – the clerk has amended the risk plan including the items reported by the chairman at the last meeting. It has been circulated and all the councillors were happy with its content.

The clerk informed the council she has contacted Cyril Morris. The chairman confirmed Cyril has spoken to him and will undertake the work when the weather is suitable.

63.8 Traffic issues around the primary school – the clerk confirmed Mrs. Ball's letter has been sent to the school and the police. No response has been received from the school, but it is the school holiday.

The new PCSO Kayleigh Drake has emailed to say she has visited the location and will go back when school restarts. Cllr Foster informed the council that he has advised her to visit both in the morning and afternoon as parents tend to spend more time outside the school in the afternoon.

63.9 Amendments made to Financial Regulations and Standing Orders – the clerk confirmed the amendments agreed at the last meeting have been made and the revised Financial Regulations and Standing Orders have been sent out to Cllrs.

64. New Items

64.1 Councillor's email addresses – the clerk explained that Cllr Hedley has asked if he can create a new email address using the exbournewithjacobstowe.org.uk facility provided

by Easyspace. Councillors confirmed they were happy for this to be done if it did not incur any further charges. No other councillor wished to create a new email address.

64.2 Purchase of Parish Council computer for use by the clerk – the clerk apologised as this item should have been deleted (already discussed).

64.3 Internal Auditor - the clerk has contacted three local parish councils. Sampford Courtenay use a local accountant who charges £300, Okehampton Hamlets use Ken Abrahams (he runs 'South and West Internal Audit' and all he does is audit parish and town councils) who charged them £100 and North Tawton uses Jill Hicks who charged £52.50.

Cllr Foster proposed that the clerk contacts Ken Abrahams as he specialises in internal audit. This was seconded by Cllr Williams and agreed by all.

65. Matters arising from circulated correspondence (info only)

There was none.

66. Parish Paths Partnership (P3)

Nothing to report.

67. Planning

67.1 Applic No. 00688/2015 Parade Cottages, Duck Lane, Exbourne – Works to trees in a Conservation Area for the removal of two Leyland Cypress from the front garden of 1 Parade Cottages, Exbourne. Comment required prior to meeting. No objections.

67.2 Applic No. 00659/2015 Riverstone Farm, Exbourne – prior approval for change of use of agricultural building to dwelling. Comment required prior to meeting. No objections.

67.3 Applic no. 00728/2015 Proposed Agricultural building at SX258884, N99795, South Dornaford Farm, Jacobstowe – Erection of agricultural general purpose/livestock building. No statutory consultation. No comment submitted.

67.4 Applic No. 00716/2015 Courtney View, High Street, Exbourne – conversion of building used for storage to dwelling. Discuss at meeting.

It was noted that the new access crosses the DCC verge. The chairman expressed concerns regarding parking. The extra dwelling could result in more cars parked out on the road. It was decided to support the application and request that there is adequate provision for parking for the existing dwelling.

67.5 Applic no. 00733/2015 Shilstone Bungalow, Exbourne – Resubmission of Outline application 01135/2014 for the erection of a supervisory workers dwelling in connection with a horticultural business. Discuss at meeting.

The clerk read out the decision notice issued by WDBC and their reasons for refusal.

This was discussed. Cllr Blakeman proposed that the council submitted a neutral view again. The council would not object if WDBC felt there was a proven need for a second home here and the siting is suitable for the business needs.

Cllr Hedley proposed that the council objects to the application. There is already a dwelling on site and this, therefore, would constitute an unjustified new dwelling in the open countryside.

Cllr Blakeman withdrew his proposal. Cllr Foster seconded Cllr Hedley's proposal and all were in favour.

67.6 Applic no. 00267/2015 Woodhall Holiday Barns, Exbourne – Removal of condition 3 of planning permission 8405/2005/OKE to permit full residential use of existing holiday lets. Granted conditional consent.

67.7 Applic No. 00268/2015 Woodhall Holiday Barns, Exbourne- Removal of condition 4 of planning permission 7106/2005/OKE to permit full residential use of existing holiday accommodation. Granted conditional consent.

67.8 Applic No. 00577/2015 Risdon Mill, Jacobstowe – Proposed new storage building and new access road into site. Granted conditional consent.

67.9 Applic No. 00740/2015 Hayfield House, Hayfield Road, Exbourne – Works to trees in a Conservation Area for the removal of 8 immature trees from the side garden of Hayfield House, and the removal of 1 multistemmed tree adjoining the garage belonging to Hayfield House located west of the property. No statutory consultation. Works allowed – No TPO made.

67.10 Applic no. 00347/2014 South Moor, Jacobstowe – replacement dwelling in the countryside. Appeal allowed with conditions.

An application has been received for High Tumbles, 4 The Tumbles, Exbourne – full application for single storey dwelling with room in the roof and attached garage (resubmission of 00395/2015). The clerk to ascertain whether an extension can be obtained or arrange an extra meeting to discuss it.

68. Finance

68.1 Claim by clerk for re-imburement of renewal of email facility (Easyspace) – £35.08. It was proposed by Cllr Blakeman that this be paid. This was seconded by Cllr Lawson and agreed by all.

68.2 Details of balance at bank – the bank balance as at 11th August 2015 was £11457.78. From this total the hire of the hall needs to be deducted (£105.00) and the cheque signed this evening for £35.08. This brings the balance down to **£11317.70**
There are still the sums of £400 for the lengthsman, £300 for wi-fi (both from TAP funds) and £500 towards the external decoration of the village hall allocated, but not yet spent.

69. Matters at the discretion of the Chairman

69.1 Cllr Williams stated she would be absent from the next meeting.

69.2 Cllr Foster stated he had received a letter from WDBC advising him that the application on 'Land adjacent to Copper Beeches' has been refused.

69.3 Cllr Hedley stated that Rebecca Black had asked if anyone from this council was attending the event on September 1st. He was advised that Cllrs Williams and Foster had booked places.

69.4 The chairman stated he would not be able to attend the September meeting either.

The next council meetings are:

Wednesday 30th September 2015 at 8.00 p.m. – venue Exbourne Village Hall

Wednesday 28th October 2015 at 8.00 p.m. – venue Exbourne Village Hall

Wednesday 25th November 2015 at 8.00 p.m. – venue Exbourne Village Hall

The parish council does not hold a meeting in December.

(Time and venue subject to change depending on whether there is a speaker and the availability of The Vestry at Jacobstowe Church)

The chairman closed the meeting at 9.25 p.m.