

EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

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Minutes of a Remote Meeting
held via video conference on Tuesday 28th April 2020 at 8:00pm

Councillors Present: Steve Blakeman (Chair), Adam Hedley (Vice Chair), Dave Stuart, Ian St John, Ulrik Lawson

In Attendance: Zena Tett (Clerk)

1. Welcome

Cllr Blakeman, Chairman of the Parish Council, welcomed everyone to the remote Parish Council meeting.

2. Apologies for Absence

Borough Councillor Lois Samuel and Councillors John Guy and Brian Cobb submitted their apologies prior to the meeting.

3. Minutes of the Last Meeting

The minutes of the remote meeting held on 31st March 2020 and the meeting held on 25th February 2020 were agreed. These minutes will be signed as a true record when the Parish Council is able to hold a meeting in the Village Hall. This was proposed by Cllr St John, seconded by Cllr Stuart, all in favour.

4. Declarations of Interest

There were none at this time.

5. Matters Arising

5.1 Neighbourhood Plan

Cllr Hedley reported Neighbourhood Plan Group activities have been put on hold, mainly as the Group is unable to properly engage with the community during lockdown. Members of the Group will see how things develop over the coming months.

5.2 Maintenance of Parish Assets

Cllr Blakeman reported issues with a couple of gates along the footpath by the river at Jacobstowe. He has made some small adjustments that may have fixed the problem. Cllr Blakeman also mentioned the "playing field" interactive sign on the main road, heading from Jacobstowe, is open/faulty. The Clerk was asked to contact Highways. **Action Clerk**

5.3 Devon Air Ambulance

Cllr Blakeman reported the Planning application has been submitted and is awaiting validation.

5.4 Code of Conduct

This item will be deferred until the end of lockdown when Councillors may officially adopt the new document.

5.5 Clerks Vacancy

This item is deferred until the end of lockdown when Councillors may interview potential candidates.

5.6 Highways

This item is deferred until the end of lockdown when Councillors may discuss this item with parishioners present to take their comments into consideration.

6. New Items

6.1 Covid 19 Emergency Plan

Cllr Blakeman thanked Cllr St John for all the work he has undertaken on leafleting and the preparation of the working document setting out a proposed emergency

plan for the parish. Cllr St John explained that Devon County Council was trying to set up a library of all local plans. This plan is meant to cover any crisis where people were trapped in their houses and could be adapted to suit any crisis. The Clerk was asked to distribute copies to Councillors for review and discussion at the next meeting. **Action Clerk**

7. Planning

7.1 Additional Applications

There were two additional applications submitted to the Parish Council after the agenda was issued for this meeting.

7.1.1 0983/20/LBC

The Old Mill, Jacobstowe – householder application for internal and external repairs and restoration.

Comments: The Parish Council has considered the planning application in respect of the Old Mill and would support this proposal.

Decision: Support

Proposed by Cllr Lawson, seconded by Cllr St John, all in favour. **Action Clerk**

7.1.2 0984/20/LBC

The Old Mill, Jacobstowe – listed building consent for internal and external repairs and restoration.

Comments: The Parish Council has considered the planning application in respect of the Old Mill and would support this proposal.

Decision: Support

Proposed by Cllr Lawson, seconded by Cllr St John, all in favour. **Action Clerk**

8. Clerks Report

8.1 Correspondence

The correspondence listed below was reviewed and any comments were noted.

8.1.1 WDBC: Numerous emails relating to Covid 19

8.1.2 Parishioner: email regarding Planning Procedures, Exbourne Conservation Area, Planning Application No: 0100/20/TCA

9. Councillors Reports and Items for Future Agenda

9.1 The Clerk advised Councillors that the audit for 2019/20 accounts was well underway and proposed to bring the documents to the next meeting for approval if she was able to obtain an internal audit before that date. **Action Clerk**

9.2 The Clerk was asked to advertise the Parish Council's intention to hold remote meetings during the Covid-19 crisis in the Pump Magazine. The notice should have details on how parishioners could virtually attend the meetings through links that would be provided on the Council website and monthly agendas. **Action Clerk**

10. Finance

10.1 The following payments were agreed: proposed by Cllr Blakeman, seconded by Cllr Stuart, all in favour. **Action Clerk**

10.1.1 Clerks Expenses £90.44

10.1.2 DALC Subscription £128.75

Additional Invoices received after the agenda was circulated:

10.1.3 Exbourne Village Hall: room hire £45.00

10.1.4 Exbourne Village Hall: room hire NP Meetings £60.00

10.1.5 WDBC: recharge for local elections £59.31

10.2 Bank Balance Review

The balance in the Parish Council Account on 15th April 2020 was £13,922.78.

There are outstanding transactions which amount to £383.50, giving the parish an actual balance of £13,539.28 once these payments have gone through.

11. **Date of Next Meeting:** Councillors confirmed the next meeting of the Council will take place on Tuesday 26th May 2020 in the Village Hall, Exbourne at 7:30pm. This meeting will be a joint Annual Parish Meeting and an Annual Meeting of the Parish Council if lockdown has been lifted, otherwise the AGM will take place remotely and the Annual Parish meeting will take place later in the year.

With no further business, the meeting closed at 9:30pm

SIGNED AS A TRUE RECORD: (Chair)

NAME: **DATE:**

DRAFT