

EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

A meeting of Exbourne with Jacobstowe Parish Council was held on:
Wednesday 31st August 2016 at 8:00pm in the Village Hall, Exbourne

Councillors Present: Steve Blakeman (Chair), Adam Hedley (Vice Chair), Rose Williams, Trevor Foster, Brian Cobb and Elizabeth Batson

Parish Clerk: Zena Tett

Also in attendance: Cllr Lois Samuel

Business to be Transacted

41. **Apologies:** Cllr Ulrik Lawson and Cllr Louise Watts
42. **Welcome:** Cllr Steve Blakeman welcomed everyone to the meeting.
43. **Minutes from the last meeting:** held on Wednesday 27th July 2016 were agreed and signed as a true record. Proposed by Brian Cobb and seconded by Rose Williams.
44. **Declarations of Interest:** Adam Hedley regarding Neighbourhood Plan Invoice, Brian Cobb regarding grass cutting, Steve Blakeman and Rose Williams as Village Hall committee members.
45. **Public Speaking Time:** None present.
46. **Matters Arising:**

- a. Report by Borough Councillor

West Devon Borough Council ('WDBC') has issued its full annual report in detail, this can be found on their website. In summary, there have been issues with the planning portal, complaints have been raised due to lack of communication from the team and the difficulties in reaching them. WDBC have apologised in their annual report and to overcome this, they intend to recruit temporary staff to work through the backlog. They have also devised different ways to communicate online to help speed up the process.

- b. Neighbourhood Plan Update

The housing needs survey which went out to the village with the August Parish Pump closed today and a report will be provided to us by WDBC that analyses the responses. Cllr Hedley attended a meeting earlier today with the Local Neighbourhood Highways Officer to discuss potential traffic calming measures. The various schemes as well as analysis by Highways, costs etc. will be presented to the community at the consultation day. It is now expected that this will not be held until next Spring as the Joint Local Plan policies won't be available until October at the earliest. WDBC has invited Parish Councillors to a workshop next month where small group discussions with specialists on a number of different subjects will take place, which should be helpful.

c. Defibrillator

Cllr Blakeman has discovered there is a committee already fund raising for a Defibrillator to be placed in the Red Lion, Exbourne. It has been suggested that the current committee may wish to hand over responsibility to the Parish Council. Cllr Williams to speak with a member of the committee asking them to formalise this request by writing a letter to the clerk so it may be discussed at the next meeting. **Action: Cllr Williams**

d. Pension Provision for the Clerk

The Clerk explained that, as an employer, the Council must demonstrate that it has made arrangements to establish a pension scheme even if the only employee has no wish to take out a pension. The Clerk had made an initial registration with NEST, the government backed scheme. The staging date for completing the registration process is 1st July 2017 and this process will be completed by the new Clerk at the appropriate time.

e. TAP Funding

The TAP Fund Scheme application for funding has been approved and appropriate forms requesting bank details have been completed and forwarded to West Devon Borough Council by the Clerk. Cllr Williams will take the lead on this project and is to find out what the Lengthsman did on his last visit. **Action: Cllr Williams**

Concerns were also raised about the amount of Ragwort growing on the verges. Clerk to find out who is responsible for clearing Ragwort from the sides of the road. **Action: Clerk**

f. Register of Interests

Cllr Adam Hedley reviewed and signed his Register of Interest documentation.

47. **New Items:**

a. Section 14 Application

Concerns over application to open an ancient pathway under Schedule 14 of the Wildlife & Countryside Act 1981. The application seeks to open up the ancient lane that connects Waterhouse to Coxwell as an unrestricted byway. As a statutory stakeholder in the Rights of Way consultation process, a resident of the parish is asking the Councillors to take the necessary steps to support the Schedule 14 Application if it feels it would be correct to do so or alternatively to make an application for Footpath and Bridleway status along this route.

Councillors reviewed this documentation but stated nothing will happen until such time as DCC have gone through their assessment of parishes. The definitive map review should be completed in 2020 by which time they will look at any outstanding applications. This item will be reviewed when the Parish Council is consulted at this time.

b. Devon Highways Conference

Having completed an online survey, Cllr Williams received a letter informing her of Devon Highways' intent to hold more events in the coming year in workshop format which would focus more on the subjects they feel the parishes would like to discuss.

c. Grass Cutting

Mr Cobb is employed to cut the grass in the meadow 4 times a year. Councillors voted to continue this process in addition to trimming the hedges. These cuts cost £50 each, however,

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the hedge price would need to be approved by the Parish Council. An invoice should be sent at the end of each season. Proposed by Cllr Williams, seconded by Cllr Blakeman.

It was also noted that the fence is deteriorating and should be considered in the next budget. Councillors to review fence prior to next meeting which is taking place in Jacobstowe Church.

d. Clerks Contract

Clerk to forward Contract for review by Cllrs Blakeman and Hedley. Cllr Batson to assess payroll. **Action: Clerk and Cllrs Blakeman, Hedley and Batson**

e. Meeting with the Mayor of Okehampton

The Mayor of Okehampton, Cllr Jan Goffey, has invited Cllr Steve Blakeman to attend a meeting on 21st September. The purpose of the meeting is to discuss matters of common interest and concern to Okehampton and neighbouring parishes. If Cllrs have any questions they would like to be considered, please pass to Cllr Blakeman prior to the meeting. Cllr Hedley asked if the infrastructure could be mentioned. **Action: Cllr Blakeman to report back at next meeting.**

f. Training

Clerk to look up course dates for Cllr Batson to attend. **Action: Clerk**

48. Clerks Report

a. Correspondence

There had been a large amount of correspondence forwarded by email since the last meeting, most of which were routine newsletters. The Clerk highlighted a number of items sent which included the Data Protection Registration renewal confirmation and the Planning Peer Review Challenge report. There were several dates for the calendar: Devon Minerals Plan – Modifications Consultation between Monday 1st August and Friday 23rd September and the next round of Links meetings. Cllrs Blakeman and Lawson to attend.

b. External Audit

The external Audit report for year ended 31st March 2016 was returned with a satisfactory result. The only comment made by the auditor was that the parish council must ensure the inspection period is properly advertised in future years and allows for the correct number of days for inspection. The audit was signed off on 28th July 2016. There is a survey to be completed by the clerk and a Notice of Conclusion of Audit will be displayed on the appropriate notice boards. **Action: Cllr Blakeman to put notices in shop and on noticeboard, Cllr Williams to put notices in Village Hall**

49. Planning

The Appeal Decision on Hayfield House was reported to have been dismissed. There were two main issues:

- The effect of the proposed dwelling on the character and appearance of the area. The Planning inspection had particular regard to whether or not the proposal would preserve or enhance the character or appearance of the Exbourne Conservation Area (CA) as the boundary cuts through the site.
- The effect of the proposal upon living conditions of the occupiers of neighbouring properties, with particular reference to its scale, form and distance from 3 The Tumbles, Hayfield House and Wheelwright Cottage.
- The inspector found that whilst the effect on neighbouring properties was acceptable, the proposal would be of harm to the conservation area which was the overriding concern.

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50. Finance

a. Payments

- i. £25.00 – The Burrow: printing (proposed by Cllr Williams and seconded by Cllr Cobb)
- ii. £5.00 – The Burrow: room hire (proposed by Cllr Foster and seconded by Cllr Hedley)
- iii. £500.00 – Village Hall: donation (proposed by Cllr Hedley and seconded by Cllr Cobb)

b. Bank Balance

Bank Balance as of 8th August 2016 statement was £18,670.76. 7 cheques were cleared during the period 15th July 2016 to 8th August 2016 amounting to £1,297.56. There are 3 new cheques which total £530 and together with the cheque to Stuart Todd Associates for £2,400 that has not been cashed yet, gives the parish an actual balance of £15,740.76 when these cheques have cleared.

51. Matters at the Discretion of the Chairman

- Cllr Blakeman advised the Councillors of a letter received from Simpkins Edwards LLP who are acting on behalf of the previous clerk. They confirmed Mrs Weeks' income had been declared and submitted to HMRC on her self-assessment tax return for the year ended 5th April 2016.
- Cllr Hedley had nothing to report.
- Cllr Cobb had nothing to report.
- Cllr Foster will be attending the AGM of the Sports Council. He asked Councillors if they would like him to raise the issue of the sports field, i.e. converting part of the field into car park and netball court etc. The Councillors agreed.
Cllr Foster also mentioned the issue of parking on the High Street. It was decided Cllr Foster would speak with Rod Lane or Jane Gillard, Clerk for Northern Links to determine whether the Fire Brigade could bring to bear the importance of keeping the road clear. **Action: Cllr Foster**
- Cllr Batson asked if the Flu Inoculation Poster had been displayed on notice boards. **Action: Cllr Batson to print and post on notice boards**
- Cllr Williams had nothing to report.

With no further business Meeting closed at 9:30

SIGNED AS A TRUE RECORD:  (Chair)

NAME: BRIAN WILLIAMS COBB DATE: 28-9-2016

Next meeting will be held in Jacobstowe Church on Wednesday 28th September 2016 at 7:00pm

