

**Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on Wednesday 25<sup>th</sup> June 2014 at 20.00 in the The Vestry, St. James's Church, Jacobstowe.**

**19. Those present**

Cllr M. Luxton  
Cllr S. Blakeman  
Cllr F. Glanville  
Cllr B. Cobb

**There were no members of the public present.  
Trevor Hill, Borough Councillor for the Exbourne Ward, was present. Fiona Rook, Internal Auditor, was also present.**

**20. Apologies for absence** – Cllrs Weeks and Williams as they are away, Cllr Lawson – work commitments and Cllr Blakeman. The apologies were accepted.

**21. Declarations of interest** – There were none.

**22. Minutes of the last meeting** – Cllr Cobb proposed that the minutes be signed as a correct record. This was seconded by Cllr Glanville. The chairman then signed the minutes.

**23. Matters arising from the last meeting**

To enable Fiona to leave a bit earlier, and with the agreement of all present, the Chairman Brought forward item 4.3

**23.3 Internal Audit – Fiona Rook, Internal Auditor, is attending to discuss the internal audit report.** The Chairman welcomed Fiona to the meeting. She began by stating that it was a good clean audit. Some of the minor points have been discussed with the clerk and they will be addressed. She queried the signing of the Financial Regulations and Standing Orders by the clerk. It was agreed that a member of the council would also sign them from now on.

There were no breaches of the Financial Regulations, but Fiona reminded the council they would need to review them if electronic banking were to be adopted.

When reviewing the bank balance each month it would be prudent to list the amounts that have been authorised to be spent, but have not yet been spent.

The Community Shelter at Jacobstowe was minuted as being insured for £40,000, but it was shown as £50,000 in Asset Register. This was discussed at the May meeting.

The review of budget document – she suggested it shows b/f and c/f amounts and shows the overall total of reserves. This has been actioned and the Review of Budget document for this meeting addresses these observations.

Assets were discussed and it is likely that an annual review of the assets will take place. The chairman thanked Fiona for attending the meeting. She left the meeting.

**23.1 Report by Borough Councillor Trevor Hill** – there is not a lot to report. WDBC Councillors have voted themselves a pay rise of 1%, which will amount to about £40 per year. The increase was suggested by an independent review panel. Planning Department at WDBC is in turmoil as a number of staff have left.

**23.2 DCC Lengthsman – request regarding extra work in the two parishes** – Cllr Hill Has still not got any further with this. He is meeting Steve Dawe and will question him about it. The clerk suggested speaking to James McInnes. Cllr Hill stated he has been in on the emails from the start. He will try and have an answer for the next meeting.

Cllr Weeks had emailed stating a South West Highways employee visited him asking for places to do some work as Steve Dawe was away. Cllr Weeks gave him some locations. He said he would be back again on Monday and could Cllr Weeks write out a list for them. Cllr Weeks prepared a list, but they did not turn up.

Cllr Hill left the meeting. The chairman thanked him for attending.

**23.4 External Audit – this has been concluded and the clerk to report.** The report just wished to draw the council's attention to the fact that the Council Tax Support Grant should be shown in Box 3 and not Box 2 as it had been. Box 2 should state £4849 and Box 3 £820. The clerk will ensure this is done next year.

**23.5 Complete review of risk assessment.** The risk assessment was discussed and it was agreed that there were no further amendments to be made.

**23.6 TAP Fund for broadband access for village hall.** The clerk has spoken to Lesley Smith at DALC and she would have concerns about the neighbour being in contravention of this contract and the parish council being party to that and also security (sharing wi-fi cannot be secure for either party). The chairman has spoken to Ollie Brereton and a line from his property to the village hall would be needed with a gadget at each end. Approx cost £25. Put on agenda for next meeting.

**23.7 Roof noise from barn at North Road** – this has now been repaired. Thanks expressed to Cllr Glanville and his father.

## **24. New Items**

**24.1 Discuss repairs to public benches** – Trevor Foster has pointed out that the joints are loose on the bench in North Road. It is not known whether Cyril Morris wishes to continue carrying out the repairs following the loss of his wife. The chairman will speak to Cllr Weeks and after some time has passed Cyril can be asked if he wishes to continue carrying out the repairs for the council.

The councillors wondered if it would be possible to make a donation. The clerk stated she didn't think that would be allowed. Cllrs could put their own money towards a donation, but the clerk didn't think council money could be used. Discuss at next meeting.

## **25. Matters arising from circulated correspondence (info only)**

There was none.

## **26. Parish Paths Partnership (P3)**

### **26.1 The purchase of a strimmer for use by P3 Co-ordinators**

Cllr Weeks has passed on details of strimmers to the chairman. Since the last meeting

one of the new co-ordinators had acquired prices of some equipment following advice received on the trimmer course and P3 have agreed to provide the council with £415 to cover the purchase of a brushcutter and safety helmet. The money has been paid into the council's account.

Cllr Cobb proposed that the quote from the co-ordinator for £413.11 be accepted. This was seconded by Cllr Glanville. The clerk to liaise with Tim and Steve, the P3 co-ordinators, about getting the equipment.

The co-ordinators are going to undertake some trimming of the footpaths using their own equipment in the next few weeks.

The clerk asked the council what they wished to do about the footpath at Coxwell. In the past Rob Phipps has cut it and invoiced the council. The clerk was instructed to contact him and inform him the council have purchased a trimmer and the co-ordinators will carry out the work.

## **27. Planning**

**27.1 Applic no. 00587/2014 Shilstone Farm, Exbourne – listed building consent for refurbishment and repair, and new slate roof to barn. Comment required prior to meeting.** The council had commented that they are sensible proposals to restore the character of the building. They supported the application.

**27.2 Applic No. 00614/2014 The Playing Field, Exbourne – construction of parking area, associated works and repositioning of existing shed. Discuss at meeting.** The council supported the application.

**27.3 Applic no. 00628/2014 1 Pooks Cottages, Hayfield Road, Exbourne – listed building application to replace existing softwood frame windows with matching hardwood frame windows. Discuss at meeting.** The council supported the application.

**27.4 Applic no 00463/2014 2 Butterpitts, Jacobstowe – change of use of field to equestrian use and erection of stable with hay store. Granted conditional consent.**

**27.5 Applic no. 00402/2014 Risdon Mill, Jacobstowe – extension of existing storage facility. Granted conditional consent.**

The above notices were placed in the circulation file.

## **28. Finance**

**28.1** Received an invoice from My Business Centre for internal audit - £192.00  
Cllr Cobb proposed that this be paid. This was seconded by Cllr Glanville.

**28.2** Confirm received refund of VAT - £208.81

**28.3 Review of budget** – the clerk has altered the layout of the document. It now shows funds b/fwd and the exact funds available. There are no problems with the budget.

**28.4 Details of balance at bank** – the bank balance as at 13<sup>th</sup> June 2014 was £10,832.04. There is the hire of the hall for April and May £30.00 and the cheque signed this evening for £192.00. This brings the balance down to **£10,610.04**. There are still the sums of £1000 for the lengthsman and £300 for wi-fi (both from TAP funds) allocated, but not yet spent.

**29. Matters at the discretion of the Chairman**

**29.1** The clerk informed the council a review of assets would take place at the next Meeting

**29.2** Cllr Cobb reported the dog fouling sign at Little Ellicroft Meadow, which had been removed, has now been replaced.

**29.3** he also stated the Jacobstowe signs need cleaning.

**29.4** An email has been received from Jim Egan requesting the public meeting (wind turbine at West Down Farm, Jacobstowe) be held at the Hatherleigh Community Centre. A large number of people turned up for a recent public meeting held to discuss a wind turbine at Hatherleigh and he feels Exbourne Village Hall would not be large enough. The clerk to find out how much it is to hire the Community Centre and discuss at the next meeting.

**29.4** The chairman had attended the Chairmanship training meeting and found it useful. Public meetings were discussed.

The next meeting will be held at The Village Hall Exbourne on Wednesday July 30<sup>th</sup> 2014. It will commence at 8.00 p.m.

The chairman closed the meeting at 9.15 p.m.