

Exbourne with Jacobstowe Parish Council.

Clerk: Miss Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF

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Notice is hereby given that a meeting of Exbourne with Jacobstowe Parish Council will take place on Tuesday 30th March 2021 8.00pm via Zoom.

This meeting is being held virtually in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

All Councillors are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. Members of the public & press are welcome to attend.

Login information:

www.zoom.us Meeting ID: 841 8529 2704 Meeting Passcode: 838573

Click the following link to [JOIN ZOOM MEETING](#)

Please note that the meeting will be recorded from item 1.3.21 onwards by the Clerk.

AGENDA

1.3.21: Welcome.

Chair of the Council to open the meeting and give brief explanation of meeting protocols including a reminder that the Clerk will be recording the meeting to aid with the preparation of minutes.

2.3.21: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting.

3.3.21: Minutes of the Last Meeting.

Cllrs to consider the approval of the Minutes of the virtual meeting held on Tuesday 23rd February 2021.

4.3.21: Declarations of Interest.

Councillors are invited to declare any interests they may have in any items to be considered at this meeting, including the nature of the interest. They are also reminded to consider whether in the light of recent activities any items within their Register of Interests should be updated.

Cllrs to also consider rescinding the following decision made at the virtual meeting on the 30th of June 2020 “Cllr Blakeman proposed that any Councillor who declared an interest in an item for discussion, to switch off both their microphone and audio during that part of the meeting. This proposal was agreed by all.”

5.3.21: Public Speaking Time (max. 10 minutes).

Members of the public are invited to speak on issues on this Agenda, raise issues for future consideration, or other matters which the council has some control over during this item on the Agenda. Members of the public may not speak during other items of Parish Council business unless invited to do so at the Chair's discretion.

6.3.21: To receive report from County & Borough Cllrs.

- a) County Cllr James McInnes
- b) Borough Cllrs Lois Samuel & Barry Ratcliffe

7.3.21: Council Policies & Documents.

Cllrs to consider the draft policies presented for approval and ratification. (available via the Clerk).

- a) EJPC 004 Scheme of Delegation V1.0
- b) EJPC 005 Data Protection & Retention Policy V1.0
- c) EJPC 006 Internal Control & Audit Policy V1.0
- d) EJPC 007 Anti-Fraud & Corruption Policy V1.0

8.3.21: Planning.

a) New Applications:

- i. 0718/21/COL: Circular 14/90 application for installation of new low voltage pole and associated new overhead service cable at Hayfield Road Exbourne

<http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/210718>

- Correspondence received regarding this application (see Meeting Support Document).
- ii. **1566/20/FUL READVERTISEMENT (revised block plan received) Provision of rural worker's dwelling at Land at SX 608 102 Exbourne EX20 3SJ**
<http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/201566>
- iii. **0643/21/HHO Householder application for proposed balustrading around existing flat roof to create roof top garden at Orchard House, Exbourne EX20 3QS.**
<http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/210643>
- b) Other Planning matters, for information only:

9.3.21: Current & New Business.

- a) Neighbourhood Plan -Update (Cllr Hedley)
- b) Devon Air Ambulance Night Landing Site (Chair)
- c) To consider guest speaker from Airband Community Internet for April Meeting (Clerk)
- d) Review of Covid-19 Emergency Plan (Cllr St. John) See Agenda Document 9.3.21 d).
- e) Consideration of purchasing Norton 360 Deluxe (5 device licence) for Laptop. (Clerk)
To consider approval of £5.83 Inc. VAT to cover council laptop for 1 year Norton 360 deluxe.
- f) Appointment of internal Auditor for the 2021-22 year (inc. year-end 2020-21) (Clerk)
- g) Consideration of Clerks attendance on Training sessions (Chair/Clerk)
 - To retrospectively consider contribution of ¼ of total cost (£13.50 inc. VAT) for Clerk's attendance at SLCC virtual regional training seminar on the 24th of March.
 - To consider approval of attendance and contribution of ¼ of total cost (£9 inc. VAT) for Clerk to attend SLCC Webinar on the changes to the Code of Conduct on the 14th of April.
- h) Draft Resource and Waste Strategy for Devon and Torbay (see Meeting Support Document) (Chair) <https://www.devon.gov.uk/haveyoursay/consultations/draft-resource-and-waste-management-strategy-for-devon-and-torbay/> Deadline 14th April.
- i) Devon County Council (Traffic Regulation & On-Street Parking Places) Amendment Order reference IMR/B06948-5867 (see Meeting Support Document) (Chair)

10.3.21: Clerks Reports: to include

- a) Consideration of purchase of replacement filing cabinet (see Meeting Support Document)
- b) Consideration of purchase of wireless mouse £8.81
- c) Considerations of changes to banking mandate to allow for internet banking, updated correspondence address and signatories. (Documents to be discussed at the meeting)
- d) Consideration of Cllr Email accounts for Council business.
- e) Consideration of payment of £650.00 grant to Village Hall for running costs.

11.3.21: Finance (Clerk) – Documents will be circulated to Cllrs and available at the meeting.

- a) To approve financial schedule including bank reconciliation as presented by the Clerk.
- b) To receive and approve schedule of previous payments for current financial year.

12.3.21: Cllrs Reports for information only & Items for future agendas.

Councillors are reminded that this is not an opportunity for debate or decision making.

13.3.21: Confirmation of meeting dates:

- a) The next Council meeting will be held on Monday 27th April 2021 7.30pm via Zoom.
- b) Verbal update from Clerk on returning to Physical Meetings as of the 7th of May.

14.3.21 Part II Public Bodies (Admission to Meetings) Act 1960 s1(2).

- a) Resolution to move the council to part II due to the confidential nature of the item.
Under the Appendix to Standing Orders, 8b: Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.
- b) To Consider Clerks Contract of Employment (Chair)
- c) Chair to return the meeting to public session
- d) Resolution(s)

Alice Turner

Alice Turner – Proper Officer

Publication Date: 23rd March 2021

[The supporting documents can be found on the website](#) or via the Clerk.