

EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

The AGM followed by a meeting of the Council was held on:
Wednesday 30th May 2018 at 8:00pm in the Village Hall, Exbourne

Councillors Present: Steve Blakeman (Chair), Adam Hedley (Vice Chair), Brian Cobb, Ulrik Lawson and Kirk England

Parish Clerk: Zena Tett

Also in attendance: 2 members of the public

Business Transacted

1. **Apologies for Absence:** Councillors Guy and Williams and Borough Councillor Lois Samuel
2. **Election of Chairman:** Cllr Lawson proposed Cllr Blakeman for Chairman, seconded by Cllr England, all in favour. Cllr Blakeman accepted and took the Chair.
3. **Declaration of Acceptance of Office:** Cllr Blakeman signed the Declaration of Acceptance of Office.
4. **Election of Vice Chairman:** Cllr England proposed Cllr Hedley for Vice Chairman, seconded by Cllr Cobb, all in favour. Cllr Hedley accepted.
5. **Welcome** – Cllr Blakeman welcomed everyone to the meeting.
6. **Minutes of the Last Meeting:** the minutes of the meeting held on 25th April 2018 were agreed and signed as a true record, proposed by Cllr Hedley, seconded by Cllr England, all in favour.
7. **Representatives to Committees:**
 - 7.1 Northern Links: Cllr Blakeman
 - 7.2 Exbourne Playing Fields Association: Cllr Williams
 - 7.3 Link with the School: Cllr Williams
 - 7.4 P3 Co-ordinators: Tim Laws and Steve Attfield
 - 7.5 Finance Working Group: Cllrs Hedley, Cobb and Williams
 - 7.6 Village Hall Committee: Cllr Blakeman
 - 7.7 Neighbourhood Plan Group: Cllrs Hedley and England
 - 7.8 Link with Highways: Cllr England
8. **Agree/Review the following**
 - 8.1 Standing Orders: the Clerk announced the current Standing Orders did not cover all legislation and suggested the Parish Council adopt the new model Standing Orders provided by NALC. To be reviewed at the next meeting. **Action Clerk**
 - 8.2 Financial Regulations: current regulations agreed to remain the same, however proposed by Cllr Hedley, seconded by Cllr Cobb, all in favour.
 - 8.3 Register of Interests: Were reviewed by all Councillors present.
 - 8.4 Grants/Donations: funds have been budgeted in readiness for organisations who have a genuine need to approach the Parish Council for grants.
 - 8.5 2018/19 Meeting Dates and Venues: it had been agreed at a previous meeting that all future meetings would take place on the last Tuesday of the month in order to free up the Village Hall on a Wednesday evening. The meeting dates for the forth coming year were agreed as follows:

26 th June 2018	- Village Hall, Exbourne
31 st July 2018	- The Vestry, Jacobstowe
28 th August 2018	- Village Hall, Exbourne
25 th September 2018	- Village Hall, Exbourne
30 th October 2018	- The Vestry, Jacobstowe
27 th November 2018	- Village Hall, Exbourne
29 th January 2019	- Village Hall, Exbourne

26 th February 2019	- Village Hall, Exbourne
26 th March 2019	- The Vestry, Jacobstowe
30 th April 2019 Annual Parish Meeting	- Village Hall, Exbourne
14 th May 2019 AGM	- Village Hall, Exbourne

The May meeting will take place earlier in the month due to it being an election year.

Clerk to book the Church with Rod Lane and the Village Hall with Sheila White.

Action Clerk

9. **Declarations of Interest:** Cllr Blakeman for items 13.4 & 14.1 and Cllr Hedley for item 17.1.4

10. **Public Speaking Time:**

10.1 1236/18/HHO the owner of this application explained there has been a conservatory at the property since 1984 and although it had been remodelled a couple of times, they feel it is due for further improvements due to the poly-carbonate roof not being energy saving. He proposes remodelling the conservatory to comply with building regulations as these works do not require planning consent and the new conservatory will be the same size as the existing building. The owner has spoken with neighbours and no objections have been raised.

Cllr Blakeman proposed this item be brought forward for discussion after public speaking.

10.2 A parishioner spoke about the letter she had sent to the Chairman (item 13.1) and also mentioned that she believed some Councillors had not seen the Agenda and were not aware of her letter which was on the Agenda for discussion. She was further disappointed that no representative from the Borough Council was able to attend as she was considering taking matters further. She said Parish Councillors have a responsibility to the community they represent, therefore, they should be seeking views from parishioners and make themselves completely aware of both sides of every planning application both for and against. She believes this did not happen at the last meeting and it was inappropriate for Councillors to pass judgement on applications without previously having read all documentation relating to an application. *IT IS ACKNOWLEDGED That Mr Blakeman had the catchiness of the parishioner.* *SHZ*

Cllr Blakeman stated all Councillors had been sent a copy of her letter and it had also been forwarded to the Borough Councillor for advice on whether the matter should be brought to the Standards Committee in the event she felt any misconduct had taken place at the meeting. Unfortunately, Cllr Blakeman had not yet received a reply and the Borough Councillor was unavailable this evening. Cllr Blakeman also explained that he could not copy the parishioner into the correspondence with the Borough Councillor as he did not have her email address and did not think it would be appropriate to make a formal reply until the matter had been discussed with other Parish Councillors and a judgement made.

Cllr Blakeman proposed this item be brought forward for discussion after planning application 1236/18/HHO

14.1 Planning

Cllr Blakeman left the room while this item was discussed and agreed upon.

1236/18/HHO: 10 Manor Gardens, Exbourne

Householder application for construction of side extension and associated works.

Decision: Support

Comments: None

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

13.1 Correspondence

A letter had been received from a parishioner complaining about the way the Parish Council had dealt with planning application 0891/18/OPA: Land at Town Living, Blenheim Lane, Exbourne. Cllr Blakeman explained this email had been forwarded to Borough Councillor Lois Samuel asking if this complaint should be brought to the Standards Committee for misconduct, however, a reply has not yet been received. Cllr Blakeman asked the complainant to email their details to him in order for him to

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forward all correspondence on the matter to date. A formal response will be made after all parties have been consulted.

Cllr Blakeman stated the claims made by the parishioner that the Parish Council wasn't doing its job properly was a serious allegation. Cllr England stated that Cllr Blakeman is a very fair and balanced Chairman and he proposed he deal with the Borough Councillor in relation to this matter as the Chairman is directly involved.

Action Cllr England

Cllr England also proposed that, if appropriate, a letter of acknowledgement be sent quickly to everyone who writes to the Parish Council thanking them for getting in touch and explaining their item will be discussed at the next meeting. This will ensure correspondents do not feel ignored.

Finally, Cllr Blakeman reminded everyone that 2019 Elections were looming and that if anyone wanted a voice in the parish or wanted to make a difference or get involved in any way they should put themselves forward.

Item to remain open.

11. Borough Councillor Report

Borough Councillor Lois Samuel sent her apologies.

12. Matters Arising

12.1 Neighbourhood Plan

Cllr Hedley reported on a number of matters:

Landowner Complaint: The Neighbourhood Plan Group had received a complaint about a lack of landowner consultation and communication in relation to the Local Green Space assessment process. The Group has apologised for the lack of direct communication and explained that they are preparing a report assessing each of the nominated sites against the National Planning Policy Framework (NPPF) criteria in a transparent and objective way, which will be evidence-backed. Unfortunately, it is taking a long time to prepare the report as they are only a small group of volunteers with a lack of time and resource. Landowners will be consulted in due course but the Group feels this would be premature without first preparing a draft report for discussion which has been reviewed and commented on by West Devon Borough Council (WDBC). Cllr Blakeman suggested that the Group make the landowners aware of the NPPF criteria on which their land would be assessed. Cllr Hedley agreed and would write to the landowners and outline the assessment process.

Other Work: As well as the LGS assessment report, the Group are working on various other evidence to support Neighbourhood Plan (NP) policies including a local landscape character assessment. They have completed their review of the draft NP policy intents prepared by their planning consultant and are drafting a response and further queries on this. They have also arranged to meet the latest in a long line of Neighbourhood Planning Officers at WDBC called Duncan Smith in June with whom they will be discussing next steps with.

Finally, it is likely they will need to make another application for grant funding shortly. Fortunately, there is a new scheme which appears to be a little more generous and flexible than the old one, which is good news.

12.2 Devon Air Ambulance Trust

Due to Cllr Williams absence this item was deferred to the next meeting. **Action Clerk**

12.3 Play Area Inspections

Due to Cllr Williams absence this item was deferred to the next meeting. **Action Clerk**

12.4 Maintenance of Parish Assets

Cllr Blakeman now has all the components for the bench and hopes to have this in place soon. **Action Cllr Blakeman**

Cllr Blakeman mentioned the noticeboard in Jacobstowe has become rotten and is falling over. Cllr Lawson offered to fix the notice board. **Action Cllr Lawson**

12.5 Emergency Assistance Volunteers

Cllr Hedley to speak with the manager of the Burrow to see if their contacts for helping local people during times of emergency can be made aware of the Parish Council's

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call for volunteers. **Action Cllr Hedley**

13. New Items

13.2 Remembrance Sunday

Cllr Blakeman announced the beacon has been located in the Church on the floor in the Tower. Cllr Williams will update Councillors on other matters at the next meeting.

Action Cllr Williams

13.3 First Aid Training

Due to Cllr Williams absence this item was deferred to the next meeting. **Action Clerk**

13.4 Insurance Renewal

The Clerk confirmed receipt of the Certificate of Employers' Liability Insurance which will expire on 31st May 2019.

14. Planning

14.2 1317/18/VAR: Land adjacent to Wood Close, High Street, Exbourne Variation of conditions 2, 7, 8 and 14 of planning consent 2263/17/ARM (residential development of 9 no. dwellings) for revised plot designs arrangements.

Decision: Support

Comments: The Parish Council generally supports the proposed rearrangement of the plots, however, they still have concerns over the position of plot 5. In particular, the possible impact of sound from the Garage – we would ask that the Council refers to this Parish Council's comments on the previous application. The Parish Council feels a number of improvements could be made to the landscaping, specifically, the Parish Council considers it more appropriate to retain a Devon bank along the boundary with the High Street rather than the privet hedge that is proposed. There are also concerns with the amount of larch fencing and brick boundary walls, which are not generally reflective of the local vernacular. The Parish Council would prefer native hedges as fencing does also not allow for wildlife movement. Finally, there continues to be no adequate screening of views of the site from the A3072. Some larger trees planted on the eastern boundary could help to address this.

Proposed by Cllr Hedley, seconded by Cllr Cobb, all in favour. **Action Clerk**

14.3 To discuss any applications which may have arisen between the date of the Agenda and this meeting: there were none.

15. Clerks Report

15.1 Correspondence

The following items of correspondence were discussed and reviewed:

15.1.1 Okehampton Town Clerk: email re Promoting Democracy

15.1.2 Tavistock Town Clerk: email re Planning Training

15.1.3 DCC: PCC's Small Grant Scheme Launch

15.1.4 Okehampton TC: Councils Together Info re Bug Day

15.2 Internal Audit Report

The Internal Auditor's Report contained no new recommendations as the work carried out by the Clerk and Council satisfy the internal control objective of the annual internal audit report 2018/19.

15.3 Annual Governance Statement 2017/18

It was agreed at this meeting that the Parish Council would complete the Certificate of Exemption as a smaller authority where the gross income or expenditure did not exceed £25,000. The Annual Governance Statement was then acknowledged and signed accordingly.

15.4 Accounting Statement 2017/18

The Accounting Statement was approved and signed.



- 15.5 GDPR Notices
The GDPR Notices were reviewed and agreed by Councillors. **Action Clerk**
- 15.6 Sampford Courtenay Snow Plan
It is evident from a review of their snow plan that Sampford Courtenay did not yet have access to a snow plough that might also be able to assist in Exbourne. Councillors noted that snow wardens could potentially improve access in times of heavy snow and this item will now be joined with item 12.5 Emergency Assistance Volunteers.
- 15.7 National Salary Awards for Clerks
In a recent Employment Briefing, the National Joint Council for Local Government Services reached an agreement to increase the pay scales for Clerks. This would mean the Clerks new salary would increase to £10.301 per hour from 1st April 2018. Proposed by Cllr Lawson, seconded by Cllr England, all in favour.

16. Councillors' Reports and Items for Future Agenda

- 16.1 Cllr Hedley asked the Clerk to add Planning Training to the next Agenda. **Action Clerk**

17. Finance

- 17.1 Payments
The following payments were proposed by Cllr Cobb, seconded by Cllr Blakeman, all in favour. **Action Clerk**
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|-----------------------------------|--------|
| 17.1.1 Clerks Expenses | £83.50 |
| 17.1.2 Jacobstowe Church Donation | £45.00 |
| 17.1.3 Internal Audit Report | £75.00 |
| 17.1.4 The Burrow: NP meeting | £15.00 |
- 17.2 Review of the Bank Balance
The bank balance as of 15th May 2018 statement was £11,659.56. Outstanding payments, including the cheques above, amount to £263.50, giving the parish an actual balance of £11,396.06

- 18 **Date of Next Meeting** – Councillors confirmed the date of the next meeting of the Council would take place on Tuesday 26th June in the Village Hall, Exbourne at 8pm.

With no further business, the meeting closed at 9:46 pm

SIGNED AS A TRUE RECORD:  (Chair)

NAME: S. BLAKEMAN DATE: 31/7/2018