

**Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on Wednesday 29<sup>th</sup> July 2015 at 20.00 in the The Village Hall, Exbourne.**

**48. Those present**

**Cllr M. Luxton (Chairman)**  
**Cllr Mrs. R. Williams (Vice-Chairman)**  
**Cllr S. Blakeman**  
**Cllr B. Cobb**  
**Cllr T. Foster**  
**Cllr A. Hedley**

**Cllr Louise Watts, Borough Councillor for the Exbourne Ward, was present.**

**There were no members of the public present.**

**49. Apologies for absence –** Cllr. Lawson has sent his apologies because of work commitments. His apology was accepted.

Cllr Lois Samuel, Borough Councillor for the Exbourne Ward, has also sent her apologies as she was unable to attend this evening.

**50. Declarations of interest –** there were none.

**51. Minutes of the meetings held on May 13<sup>th</sup>, June 24<sup>th</sup> and July 15<sup>th</sup>**

Cllr Williams proposed that the minutes of the meeting held on May 13<sup>th</sup> be signed as a correct record. This was seconded by Cllr Blakeman. The chairman signed the minutes.

Cllr Cobb proposed that the minutes of the meeting held on June 24<sup>th</sup> be signed as a correct record. This was seconded by Cllr Foster. The chairman signed the minutes.

Cllr Cobb proposed that the minutes of the meeting held on July 15<sup>th</sup> be signed as a correct record. This was seconded by Cllr Blakeman. The chairman signed the minutes.

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

**52.1 Report by Borough Councillors –** Cllr Watts informed the council that two new people have been employed in the planning department and there are two more to come. The planning portal should have improved as problems have been sorted out. Heather Nesbitt is being employed in the Enforcement section so if there are any issues outstanding then please let Cllr Watts know and she can pass them on to her.

Cllr Watts explained that the Borough Council has created the post of Locality Officer. There are a number of them and each has an area to cover. They will visit their areas on a regular basis to check for litter, dog fouling etc.

The damaged litter bin (adjacent to The Red Lion) has been replaced.

The enforcement lists have been updated and some old cases removed. The chairman mentioned to Cllr Watts that it would be helpful to have some information as to the progress of each case.

## **52.2 Discuss issues raised by Internal Auditor**

The Internal Auditor attended the June meeting and raised a couple of points for the council to address.

1. The discrepancy between the Standing Orders and Financial Regulations. In Standing Order 44.1 it states written estimates for the coming year funding will be approved by the end of October, but in Financial Regulation 2.3 it states the end of January.

The clerk informed the council the precept request has to be in by the end of January and is usually discussed and decided at the January meeting so the both could be altered to either October or November. The council decided to amend both to read the 'end of November.'

2. When councillors declare an interest they only have the agenda number to refer to and when the minutes are typed up the number is different so it is difficult to cross reference. The Internal Auditor suggested keeping a copy of the agenda with the minutes. The clerk made the suggestion that she could put the minute reference in brackets when she is typing up the minutes. The council decided that a note be made of the minute reference when the clerk is typing up the minutes.

3. The bank mandate will require amendment. This has been done. The Chairman, Vice-Chairman and Cllrs Blakeman and Hedley are signatories.

Cllr Blakeman also mentioned that Fiona had suggested she would like to hand over the Internal Audit to someone else now. If the council had problems finding someone then she would do it for another year.

The council asked the clerk to contact local councils and ascertain who does their Internal Audit.

## **52.3 Report on Northern Links meeting including update on Broadband**

Cllrs Williams and Blakeman attended the meeting.

The new Police Inspector Mark Sloman was present and he gave an update on police issues.

Simon Kitchen from DCC presented an update on Highways Issues.

Broadband – BT are still completing phase 1, but have not been commissioned to undertake phase 2. A new contractor will be appointed, but this will take time. Other opportunities and methods may be able to be implemented, but at the moment coverage is haphazard. Part of Exbourne is covered and the other half is not. Jacobstowe is not currently covered.

**52.4 Neighbourhood Plan update –** Cllr Hedley informed the council that Rebecca Black had attended the last Neighbourhood Plan meeting. She was very helpful and gave details as to how Exbourne fits into the Borough's Strategic Plan. She clarified that any houses built at Wood Close in Exbourne would go towards the "minimum planned requirement" of 20 new dwellings as allocated in the 'Our Plan' document.

Cllr Hedley has produced a draft 'Group Terms of Reference' for the Neighbourhood Plan Group as well as a draft 'Designation of Area' application for the Neighbourhood Plan. Hopefully these can be approved at the next parish council meeting once they have been discussed at the next Neighbourhood Plan meeting.

Cllr Hedley stated he has assumed that the Parish Council would want to approve the draft of the Neighbourhood Plan that goes out for public consultation as well as any final draft to be submitted to the LPA for independent examination and referendum, but would not wish to see every document produced during the formulation of the Neighbourhood Plan. The members of the council confirmed that this was a correct assumption.

Cllr Hedley asked whether the Chairman thought it would be appropriate for the Jacobstowe councillors to abstain from voting on matters concerning the Neighbourhood Plan. The chairman informed him that the plan is being carried out in the name of Exbourne with Jacobstowe Parish Council and although the proposed designated area is the parish of Exbourne, the Jacobstowe members should take full part in any discussions just as they do when Exbourne planning applications are discussed.

Cllr Hedley informed the council that the rough community engagement plan was, firstly to send out a very short questionnaire to residents, which would identify key issues and themes and create a vision for the plan. A number of public workshops would then be held to analyse the key issues and themes in more detail. This would potentially be followed by a more detailed questionnaire to seek community guidance and confirmation of majority view on important points. Finally, the draft plan itself would be made available for public consultation.

Central Government funding of about £8000 is currently available towards the costs of producing the plan, but Cllr Hedley explained that much of this may have to be reserved for specialist consultants and it was generally expected that some funding would be required from the parish council.

#### **52.5 Request from Neighbourhood Plan Group for the council to fund the cost of hiring the village hall for meetings (10 meetings @ £15 - £150)**

Cllr Foster felt the parish council should be supporting the Neighbourhood Plan group. It was proposed by Cllr Blakeman that the parish council pays for the hire of the village hall as described above. This was seconded by Cllr Cobb and agreed by all.

**52.6 Amending the signatory details of the bank account with Lloyds** – as mentioned in item 52.2 above the amendments have been made.

**52.7 Cutting of grass and clearing of car park at Little Ellicroft Meadow** – Cllr Cobb stated the grass has been cut and the verge will be tended to.

**52.8 Undertake annual Risk Assessment** – the chairman has carried out the risk assessment on the outdoor facilities.

Seats – a new bench has been placed in North Road and the benches at Barton Head, Glebe and Crossways are all well maintained. The bench at Duck Lane there is evidence of concrete flaking, but no risk to integrity of seat.

Bus Shelters – the shelter at the garage could do with a clean and some weeds require removing. The shelter at Blenheim Lane some preservative is required on the front elevation. The clerk instructed to contact Mr. Cyril Morris and ask if he could attend to it.

Little Ellicroft Meadow – all sound.

Noticeboards – both sound

### **52.9 Exbourne Conservation Area – Appraisal and Management**

The chairman stated he had spoken to Mr. Brady, who has been in touch with Mr Lawrence, the Conservation Officer at WDBC, who considers that there is no legal requirement for the Borough Council to produce an appraisal.

Mr. Brady has carried out a lot of work in connection with this. Cllr Hedley felt that when the time comes the parish council, subject to any comments, ought to support the document for submission to (and approval by) WDBC. Cllr Blakeman explained that the appraisal acts as a reference point to show how the village looks at that point in time.

Cllr Hedley informed the council that he had corresponded with Cllr McInnes regarding the street light in Blenheim Lane. It could be painted black, but it would have to be funded by the parish council, who would then have to maintain it in the future. Cllr Hedley agreed that this was unlikely to be practical and, for the time being, the parish council would have to reluctantly leave the street light as it is.

**Cllr Watts left the meeting. The chairman thanked her for attending.**

### **53. New Items**

**53.1 Parish Council website** – this has come about because of residents requests for the council to have its own website and comments made by Geoff at Hatherleigh.net that the extra documents have increased their workload. The Neighbourhood Plan information will also be able to go on the website.

The chairman asked the clerk how she felt about taking on this extra work. She replied saying that she did not currently have any experience of operating a website, but she was willing to learn and would be happy to do it.

Cllr Williams has investigated costs and HugoFox, who offer a free service to Community Groups appears to be the best option. There will be a mini advert on the front page and a strip at the bottom saying HugoFox, but the council felt that this was reasonable.

Cllr Blakeman proposed that the parish council proceeds with HugoFox. This was seconded by Cllr Hedley and agreed by all. The chairman asked that reference be made on the website to the fact that the handbells are available for hire.

The clerk provide a list of the documents that need to go on the website.

Cllrs Williams and Hedley to arrange the layout with some input by the clerk.

**53.2 Purchase of Parish Council computer for use by the clerk** – the computer currently used by the clerk is 9/10 years old and requires updating especially with the operation of the parish website imminent. The clerk explained it would be advantageous to have a printer that also copies and scans.

Cllr Blakeman stated he would seek recommendations. It was agreed in principle to purchase a computer and printer plus associated software. Cllr Williams to seek costs and bring proposals to next meeting.

**53.3 The Police and Crime Commissioner will be attending the Superlinks meeting on September 24<sup>th</sup>. Parish Councils have been asked to suggest discussion items/questions to be raised. Please bring any suggestions to this meeting so they can be put forward.** No suggestions were made at the meeting.

**53.4 Cllrs Hedley and Foster have now both attended their councillor training**

**53.5 DALC – Election to County Committee 2015 – Results for West Devon**

Gay Hill, Christine Marsh and David Butland have been nominated.

**53.6 Town and Parish Council Training event at Council Chamber, Kilworthy Park, Tavistock on September 1<sup>st</sup> ( 9.15 am to 1.35 pm ). Cllrs Williams and Foster have booked places.**

**53.7 Devon Highways are holding two Parish and Town Council conferences on October 14<sup>th</sup> and 21<sup>st</sup>. The chairman has expressed an interest subject to location. No further details have been received.**

**53.8 Conclusion of annual audit. The External Auditors report has been received. The conclusion of audit has been advertised.**

**54. Matters arising from circulated correspondence (info only)**

There was none.

**55. Parish Paths Partnership (P3)**

**55.1 The footpath warden for the parishes of Exbourne and Jacobstowe is John Baker.**

The clerk informed the council that the footpath at Coxwell Farm has been strimmed.

**56. Planning**

**56.1 Applic No. 00628/2015 – Shilstone Bungalow, Exbourne – resubmission of Application 00926/2014 for demolition of existing bungalow and erection of replacement bungalow. Discuss at meeting.**

The parish council had supported application no. 00926/2014, but had wished to see the agricultural tie retained. WDDBC had refused the application because insufficient information had been submitted to fully assess whether bats were present within the application site.

The application was discussed and it was proposed by Cllr Foster that the original comment be resubmitted with the addition that it is subject to accommodating requirements for the bats. This was seconded by Cllr Cobb and agreed by all.

There is an application at Riverstone Farm, Exbourne, but the clerk has not yet received the application so it cannot be discussed this evening.

**57. Finance**

**57.1 Prior to meeting a cheque was signed to pay for Councillor Training through DALC - £30** The clerk explained that this was for Cllr Hedley's training. Cllr Blakeman proposed and Cllr Cobb seconded (to ratify the decision).

**57.2 Renewal of data protection registration – Information Commissioner - £35**

It was proposed by Cllr Williams that this invoice be paid. This was seconded by Cllr Hedley and agreed by all

**57.3 Invoice from clerk for wages/expenses (June and July) - £372.13**

It was proposed by Cllr Cobb that this invoice be paid. This was seconded by Cllr Blakeman and agreed by all

**57.4 Invoice from DALC for Councillor Training - £30** The clerk explained that this was for Cllr Foster's training. Cllr Williams proposed that this be paid. This was seconded by Cllr Hedley.

**57.5 Details of balance at bank –** the clerk explained she has not received a bank statement, but she has prepared detail of the balance at bank.

The bank balance as at 11<sup>th</sup> June 2015 was £11935.70. From this total the hire of the hall needs to be deducted (£90.00), o/s cheque 721 £10.79, o/s cheque 722 £30.00 and the cheques signed this evening for £35.00, £372.13 and £30.00. this brings the balance down to **£11367.78**

There are still the sums of £400 for the lengthsman, £300 for wi-fi (both from TAP funds) and £500 towards the external decoration of the village hall allocated, but not yet spent.

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

**42.1** Cllr Foster mentioned the road going through Exbourne. Mention of it was made in a letter objecting to the application 'Land adjacent to Copper Beeches'. He has checked and it is a C class road and not a B class road. The chairman explained the council was aware of this as DCC had notified them of the change.

**42.2** A letter has been received from a resident in the village expressing their concern regarding the parking of cars outside the primary school. The chairman read out the letter. The parish council share the concerns. The clerk instructed to send a copy of the letter to Inspector Mark Sloman and to the Head of the Primary School.

The next council meetings are:

Wednesday 26<sup>th</sup> August 2015 at 8.00 p.m. – Venue Exbourne Village Hall

Wednesday 30<sup>th</sup> September 2015 at 8.00 p.m. – venue Exbourne Village Hall

Wednesday 28<sup>th</sup> October 2015 at 8.00 p.m. – venue Exbourne Village Hall

(Time and venue subject to change depending on whether there is a speaker and the availability of The Vestry at Jacobstowe Church)

The chairman closed the meeting at 9.10 p.m.