

**Minutes of the Annual Meeting of the
Exbourne with Jacobstowe Parish Council held on Wednesday 28th May
2014 at 19.45 in the Village Hall, Exbourne. Followed by an ordinary
Council Meeting.**

1. Those present

Cllr M. Luxton
Cllr D. Weeks
Cllr S. Blakeman
Cllr F. Glanville
Cllr Mrs. R. Williams

**There were no members of the public present.
Trevor Hill, Borough Councillor for the Exbourne Ward, was
present.**

2. Apologies for absence – Cllr Lawson – work commitments. The apology was accepted.
County Councillor, James McInnes, had sent his apologies owing to other commitments.

3. Election of a chairman – Cllr Weeks proposed Cllr Luxton and this was seconded by Cllr Blakeman. There were no other nominations. Cllr Luxton was elected chairman.

4. Declaration of acceptance of office - the chairman signed the Declaration of Acceptance of Office.

5. Election of Vice Chairman – Cllr Blakeman proposed Cllr Weeks and this was seconded by Cllr Williams. There were no other nominations. Cllr Weeks was elected Vice Chairman.

6. Representatives to Committees

Northern Link – Cllr Lawson was not present. The clerk will check with him whether he wishes to continue as the representative on this committee. Cllr Weeks stated he would like to step down as the reserve representative. No-one wished to take his place on a permanent basis. The chairman proposed that Cllrs take it in turns to attend these meetings with Cllr Lawson. This was seconded by Cllr Blakeman and unanimously agreed.

Exbourne Playing Field Association – Cllr Weeks proposed that Cllr Glanville remains the representative. This was seconded by Cllr Blakeman. Cllr Glanville stated he was happy to remain as the council's representative on this committee.

School Governor – there is no longer a governor, but Cllr Williams has links with the school and will keep the council updated.

P3 Co-ordinator – Ian Brooker has resigned from this post. The council now welcomes Tim Laws and Stephen Attfield as joint co-ordinators.

Finance Working Group – the group currently consists of Cllrs Weeks, Cobb and Williams. All councillors were in favour of retaining this group and retaining a member from Jacobstowe on it. Subject to confirmation from Cllr Cobb the group will remain as it is

Village Hall Committee – Cllr Blakeman is happy to continue as the council's representative.

7. Dates and venues of meetings for the forthcoming year – it has been agreed at the January meeting (P.166 90.1) that the June and September meetings would be held at The Vestry, Jacobstowe and all remaining meetings be held at The Village Hall, Exbourne (no meeting in December).

8. There being no further business the meeting closed at 19.55

**Minutes of an Ordinary Meeting of Exbourne with Jacobstowe Parish
Council held on Wednesday 28th May 2014 at Exbourne Village Hall,
following the Annual Council Meeting.**

9. Those present

Cllr M. Luxton Chairman
Cllr D. Weeks
Cllr B. Cobb
Cllr S. Blakeman
Cllr F. Glanville
Cllr Mrs. R. Williams

There were no members of the public.
Borough Councillor, Trevor Hill, was present.

10. Declarations of interest – Cllr Blakeman declared an interest in item 8.2 as he prepared the application and is a village hall committee member. Cllr Williams also declared an interest in item 8.2 as she is a committee member. Cllrs Blakeman and Glanville declared an interest in item 4.5 as one lives nearby and the other is the son of the owner of the shed.

Cllr Cobb arrived. He was asked whether he wished to remain on the Finance Working Group and he stated that he was.

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

12. Matters arising from the last meeting

12.1 Report by Borough Councillor Trevor Hill – he stated there was a new Mayor Cllr Christine Marsh and the Deputy Mayor is Cllr David Cloke.
The proposals in the Boundary Review are still being discussed.

12.2 DCC Lengthsman – request regarding extra work in the two parishes – Cllr Hill stated he has still not got a reply. Another parish has used the money to fill in potholes on a footpath. He advised that if the council had work to do to the surface of any of it's footpaths then this money could be used for that purpose.

12.3 Review of Risk Assessment – Cllr Weeks has now carried out the risk assessment. The seat at North Road is to be looked at by Cyril Morris. The seats at Barton Head, Crossways and Glebe are all O.K. The one in Duck Lane by the pump cracks are appearing in the concrete frame, but it is not a serious risk at this time.

The bus shelter at Exbourne Cross is in good repair – the Perspex needs cleaning. The one by the Red Lion is O.K., but there is some pampas grass growing up towards the slate roof and this will require trimming back as will some ivy.

Little Ellicroft Meadow – the rails on the south side have been renewed with the construction of the community shelter. There are some rails and posts that will need attention on north and east boundaries at some point in the future.

The war memorials are O.K. The one in Exbourne will require a clean prior to Remembrance Sunday.

The handbells are in good order.

12.4 TAP Fund for broadband access for village hall – Cllr Williams has been contacted by Cllr John Sheldon. He stated there had been a switching of funds to provide Belstone with wi-fi and the prices of broadband have increased.

Cllr Williams stated she had had informal discussions with Ian Haithwaite as to whether he would be prepared for the hall to access his broadband. There would need to be some safeguards if this did happen. He has stated he would be prepared to let the village hall utilise his broadband. The clerk will check the situation with DALC and the chairman and Cllr Williams will speak with him again.

12.5 Roof noise from barn at North Road – this is still ongoing. The owner has asked someone to come and look at it, but no-one has turned up. Cllr Glanville will speak with his father and try and get it sorted out. Cllr Blakeman will speak with neighbours in the area and explain it is in hand.

12.6 Cllr Cobb to review his Register of Interests - Cllr Cobb studied his register and there were no amendments to be made.

13. New Items

13.1 The internal audit is complete – council to complete and sign the Annual Return – the internal auditor, Fiona Rook, has completed the internal audit

The internal auditor, Fiona Rook, has completed the internal audit. A few minor points have been raised, which she and the clerk have not yet had the opportunity to discuss. The Annual Return now needs to be completed :

Section 1 – Accounting Statements 2012/13 for Exbourne with Jacobstowe Parish Council

Section 2 – Annual Governance statement 2012/13 – the Clerk/RFO stated the council could tick yes as an answer to all the statements.

The clerk explained that in section 1 the assets have increased because of the addition of the community shelter, which has been insured for £50,000. This figure has been added to the assets total. There was also the issue of a battery trimmer, which had been valued at £3 on the asset register. Following a check with Ian Brooker it was discovered that this item has been disposed of so this has been removed.

With regard to the community shelter Cllr Blakeman stated the value of £50,000 could

probably be reduced as this figure is a rebuild figure and would include demolition of site, legal fees etc. it was agreed by all to retain the value of £50,000 for the time being and review the amount in the next financial year.

The internal auditor had also raised a point that the Annual Return had requested 'earmarked reserves' so not sure that General Reserves are required, but agreed that would be prudent to show them. She suggested giving them a different name. The clerk suggested 'Unearmarked Reserves', but the council decided to retain the General Reserves title.

It was proposed by Cllr Cobb and seconded by Cllr Blakeman that the Chairman and Clerk/RFO sign these two sections to complete the Annual Return so it can be submitted to the External Auditor to reach them by 2nd June 2014. The sections were duly signed.

13.2 Renewal of Insurance. The council to consider quotes from Came and Company and Zurich. Zurich have supplied a quote for £619.28 reduced to £583.84 for a Long Term Agreement.

Came and Company (current insurer) have quoted £534.38 reduced to £507.66 for a Long Term Agreement.

There were some differences in the levels of cover, but the clerk felt that the levels offered by Came and Company were sufficient for the parish council.

Cllr Cobb proposed that the council accept the quotation from Came and Company and enter into a Long Term Agreement (3 years). This was seconded by Cllr Blakeman and agreed by all. The council had budgeted £550 for insurance this year so this has come in under the budgeted figure.

13.3 Temporary Road Closure from Corstone Cross to Venn Copse at Bude Moor Cross from 2nd July to 9th July for drainage works. This notice will be placed in the notice board.

13.4 Preparing for a power cut or emergency – the chairman had received a package from Western Power Distribution containing items that they felt were necessary during a power cut. The council to consider the best way to advertise/display it.

13.5 Clerk to confirm that the chairman has been booked on the course 'Chairmanship and Facilitation for local Councillors' on June 18th 7p.m. to 9p.m. at Tavyside Health Centre, Abbey Rise, Tavistock PL19 9FD

14. Matters arising from circulated correspondence (info only)

There was none.

15. Parish Paths Partnership (P3)

15.1 The two lengthsman are attending a strimmer course. The council currently has no strimmer. P3 have offered £300 towards the cost of one.

It was proposed by Cllr Weeks that the council accepts this money to purchase a strimmer. This was seconded by Cllr Cobb and agreed by all.

The clerk pointed out that if a strimmer is purchased then goggles and ear guards will also need to be purchased. This was agreed.

Cllr Weeks will obtain some quotes from local suppliers.

It was also agreed that the insurance company will need to be informed when the strimmer has been purchased.

16. Planning

16.1 Applic No. 00504/2014 Land Adjacent to Hayes, Holebrook Lane, Exbourne – erection of extension to cattle shed. Discuss at meeting.

Councillors stated they had already discussed this application. The clerk informed them the previous application had not been acceptable because of the absence of a landscape plan, which was now included. The application was discussed and the council agreed to support the application.

Cllr Blakeman and Williams took no part in the discussion of the following application.

16.2 Applic No. 00542/2014 Village Hall, Fore Street, Exbourne – installation of replacement windows. Discuss at meeting.

Cllr Cobb proposed that the application be supported. This was seconded by Cllr Weeks and agreed by everyone (excluding Cllrs Blakeman and Williams).

16.3 Applic no. 00405/2014 The Old Manse, High Street, Exbourne – householder application for erection of conservatory. Granted conditional consent.

The above notice was placed in the circulation file.

16.4 Update on Meadow View Fam, Exbourne – a letter has been received from WDBC stating that whilst work is being carried out on the two agricultural buildings that he has planning consent for he can live legally on the site.

When work ceases on the buildings then he can no longer live on site.

17. Finance

17.1 Received an invoice from clerk for wages and expenses - £338.92

Cllr Weeks proposed that this be paid. This was seconded by Cllr Blakeman.

17.1a Sign cheque for Broker Network Ltd for renewal of insurance (agreed on P.183 13.2) - £507.66 It was unanimously agreed that this should be signed.

17.2 Received from Mr. Stoneman for receiving copies of the minutes for the next year - £15.00. The new year will start with the June minutes.

17.3 Details of balance at bank – the clerk apologised, but the bank statement had not been received and there was no report.

18. Matters at the discretion of the Chairman

18.1 The clerk informed the council she had worked for WDBC as poll clerk for the European elections on May 22nd. WDBC will deduct tax etc.

18.2 Cllr Weeks stated the edge of the road opposite Swanstone Cottage is breaking up and requires repair. The clerk will report to DCC.

18.3 Cllr Williams sent her apologies for the next meeting.

The next meeting will be held at The Vestry, Jacobstowe on Wednesday June 25th 2014. It will commence at 8.00 p.m.

The chairman closed the meeting at 8.55 p.m.