

Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on Wednesday 29th June 2016 at 20.00 in the The Village Hall, Exbourne.

20. Those present

Cllr S. Blakeman (Chairman)
Cllr A Hedley (Vice –chairman)
Cllr. Mrs. R. Williams
Cllr T. Foster
Cllr B. Cobb
Cllr U. Lawson

There were 10 members of the public present.

21. Apologies for absence – The Borough Councillors for the Exbourne Ward, Lois Samuel and Louise Watts, had sent their apologies as they had another meeting to attend.

22. Declarations of interest – Cllr Blakeman declared an interest in items 5.2 (minute ref 25.2) as he is a shareholder and also 5.5 (minute ref 25.5) as he is a member of the committee. Cllr Williams declared an interest in item 5.5 (minute ref 25.5) as she is a member of the committee. Cllr Hedley declared an interest in item 9.3 (minute ref 29.3) as he is the Neighbourhood Plan Project Leader.

23. Minutes of the last meeting

Cllr Hedley proposed that the minutes of the Annual meeting be signed as a correct record. This was seconded by Cllr Williams and agreed by all.

The minutes of the last council meeting – Cllr Lawson asked that the word ‘capital’ be added to the item regarding the request from The Burrow (P.305 item 14.3) so that it reads ‘invited The Burrow to submit another application for a smaller one off capital proposal’. This was unanimously agreed. The minutes were amended. The chairman signed the alteration and signed the both sets of minutes.

The chairman brought forward items 5.2 and 8.2 on the agenda as these were the main items of interest for the members of the public.

25.2 Request from The Burrow for the parish council to fund a local person for five hours per week @ £7.50 per hour for 26 weeks - £975

A member of the public addressed the council informing them that The Burrow provides valuable benefits to the community, advising that it has a significant social service benefit for the elderly and vulnerable adults. The treasurer of The Burrow also addressed the council explaining that The Burrow has not made a profit since it started, although it was anticipated to break even this year if depreciation costs were ignored.

As the grant had been requested to support a member of staff to relieve some of the pressure the social services had created in the short-term, the clerk informed the council that it would be a grant towards the running expenses of the community shop. The council

needs to consider their budget and if it agrees to a grant it can be for a lesser amount. The clerk explained it would be a grant under S.137 of The Local Government Act, which allows councils to spend money on items which are not principal powers, which benefits the community. There is a limit of £7.42 per elector which can be spent in a financial year (with 460 electors in the two parishes any amount would be well within this limit). The council discussed the request. Cllr Lawson stated he had previously indicated his support for a capital project, but he was in favour of supporting the shop in a time of need. He felt the sum of £975 was perhaps too much for the council to give, but proposed that the council made a one off grant payment of £500. This was seconded by Cllr Foster and agreed by all. The Burrow accepted the grant and hope not to need to request funds from the parish council again.

A cheque was written out and given to the members of The Burrow at the meeting.

Mrs. Hordern reminded councillors that WDBC are holding their outreach at The Burrow this coming Friday, but it would not be coming on the first Friday in August.

Three members of the public left the meeting.

28.2 Applic No. 0336/16/FUL – Meadow View Farm, Exbourne – proposed rural workers live/work unit of accommodation. Discuss at meeting.

There are letters of support on the WDBC website, but these have not been received by the parish council. A letter of objection has been received and the chairman read out the concluding points.

The applicants were present and addressed the council. They have spent a number of years building up the business. They are proposing to put an extension on the side of the existing building to provide the live/work unit. The chairman stated it is development in the countryside, but planning policy does allow this where there is a proven need to live on site and where it is financially viable. The council had no objections to the design.

The agent stated that any permission would be linked to the business. If the business proved to be unviable then there would be no live/work unit.

Cllr Lawson proposed that the council supported the application if WDBC are happy that there is a genuine agricultural need. This was seconded by Cllr Foster. Cllr Hedley proposed that if permission is granted then screening be provided to limit its impact on the surrounding countryside. This was seconded by Cllr Cobb and agreed by all.

The remaining members of the public left the meeting.

24. Matters arising from the last meeting

24.1 Appointment of new clerk/RFO – there are three applicants and it was unanimously agreed that all three should be interviewed. They asked the outgoing clerk to be present and she agreed. The chairman and Cllrs Hedley, Williams and Foster will interview the applicants on Tuesday 5th July at 6.30, 7.00 and 7.30pm. The clerk to book the hall.

24.2 Report by Borough Councillors – Cllr Samuels had emailed sending apologies and reported that there will be a consultation period for the Plymouth and South West Devon Joint Local Plan from July 1st to August 12th.

E.U. Referendum – 35,613 votes were cast (81.25% turnout) with 16,658 votes to remain in and 18,937 to leave. The clerk stated the results are up on the noticeboards.

West Devon Borough Councillors have voted by 18 votes to 9 NOT to introduce a charge for disposing of garden waste.

She expressed her support for The Burrow's application for funding.

24.3 Neighbourhood Plan update - Cllr Hedley reported that the Neighbourhood Plan Group ('the NP Group') were continuing with their evidence base work and were aiming to get a draft report to the planning consultant by the end of July.

Parish Councils and neighbourhood plan groups had recently received an invitation to a workshop to be held on 21 July in connection with the Plymouth and South West Devon Joint Local Plan ("JLP"). Cllr Hedley believed that the workshop would mainly relate to the latest Strategic Housing Land Availability Assessment but thought some background might also be given in relation to the emerging JLP. He said he would be attending with some members of the NP Group. Cllr Blakeman and Cllr Williams also expressed an interest in attending. Cllr Hedley said it was currently unclear, but it was possible that a full draft of the JLP might not be available until October, which might mean delaying the consultation day. This would be disappointing given a successful effort had been made in promoting the consultation day at the recent community fete.

24.3.1 Discuss approval required for Neighbourhood Plan – small ad hoc costs

Cllr Hedley requested that the Council consider giving him advance approval for small ad hoc costs in connection with the Neighbourhood Plan that had already been included in the Neighbourhood Plan budget, which was approved at the Council meeting on 30 March 2016 and for which Locality grant funding had been obtained. The Council agreed that any such costs up to £150 could be incurred without further specific advance approval and the financial regulations should be changed to reflect this.

The clerk reminded Cllr Hedley that he should advise the new clerk of any items that require payment so that they can be placed on the agenda for payment/approval.

24.4 Parish Council website/new computer, printer/scanner and associated software

An item for the new clerk.

24.5 Cutting of grass and clearing of car park at Little Ellicroft Meadow – Cllr Cobb informed the council that this work has been completed. The clerk reminded the council that the sum agreed for the work (on 25/3/15) was £100 for the first cut and £50 for each of the 3 remaining cuts – a total of £250. Cllr Cobb stated the tree was removed near the playing field as requested so the bill will be £300. This will be paid at the next meeting.

24.6 Discuss the possibility of Exbourne/Jacobstowe purchasing a defibrillator – the

chairman informed the council that he had spoken to the landlord of The Red Lion and a defibrillator is going to be installed free of charge outside the pub. It is not known if the young resident who has been fundraising for a defibrillator is aware of this. Cllr Hedley stated he would speak to Lorraine Aaggard and explain the situation.

24.7 Pension Provision for the clerk – an item for the new clerk.

24.8 TAP funding – the clerk informed the council that the previous offer of £1500 has expired, but the council were invited to submit another application. The clerk has filled in and submitted an application for £1500, which is going to be considered at tomorrow evenings Northern Links meeting. The council will have 12 months to spend it.

24.9 Parking in the village – Cllr Hedley stated this issue would be examined further in the Neighbourhood Plan. Cllr Samuel had stated she would contact the Locality Officers regarding enforcement of irresponsible parking. The clerk will contact her and ask if this has been done.

24.10 Annual Risk Assessment – the clerk has updated the risk plan and councillors stated they were happy with it. The clerk informed the council that she had not pursued any of the repairs or replacement benches and would leave that for the new clerk.

Mrs. Carvil had suggested someone local to carve a new bench for Little Ellicroft Meadow, but it has been established that this bench is not owned by the parish council so the clerk was asked to email her and thank her for her interest.

24.11 Casual Vacancy – this has been advertised and the council is now able to co-opt to fill the vacancy. The clerk stated the council can advertise on notice boards or approach people they know and ask if they would be interested.

24.12 Place has been booked for the Chairman, Steve Blakeman, to attend a Chairmanship Short Course. The cost of this will be £25 + VAT. Cllr Cobb proposed that this expenditure be incurred. This was seconded by Cllr Foster and agreed by all.

25. New Items

25.1 Discuss amending the bank mandate – now that Mike Luxton has resigned the council only has three signatories. Cllr Lawson agreed to be added as the fourth signatory. The clerk will amend the mandate.

25.2 Request from The Burrow for the parish council to fund a local person for five hours per week @ £7.50 per hour for 26 weeks - £975.

This was discussed earlier in the meeting.

25.3 Street Cleaning in Exbourne – the parish council had been copied in on an email Mr. Brady had sent to WDBC expressing dissatisfaction with the Allerdale street cleaning machine. It is understood that he has received a response from WDBC.

25.4 Attendance at Northern Links meeting at Bridestowe Village Hall 30th June 7.30p.m. Cllrs Lawson and Williams stated they were unable to attend. The chairman stated he would try to attend.

25.5 Request from the village hall committee for funds to assist with repairs

The costs of repairs are likely to be in the region of £4500-£5000 for the work on the floor and £3500 for the work to the exterior end wall (this includes scaffolding). The committee have written to the council and asked if they would consider a grant of £500.

This was discussed and it was proposed by Cllr Cobb that the sum of £500 be given. This was seconded by Cllr Hedley. This will be paid on receipt of an invoice stating the work has been carried out. The clerk to advise Sheila White.

25.6 Application for the sale of alcohol at The Cider Vat, Solland Farm, Exbourne

The application is for the sale of alcohol for consumption on and off the premises Tuesday to Saturday 10am to 6.30pm and Sunday 10am to 4.30pm. The council did not wish to make a representation to the Licensing Department at WDBC.

26. Matters arising from circulated correspondence (info only)

There was none.

27. Parish Paths Partnership (P3)

27.1 Both Steve Attfield and Tim Laws have confirmed that they are happy to remain in their roles as P3 Co-ordinators.

28. Planning

28.1 Applic No. 1668/16/PDM Land at Dunsland, Hatherleigh – prior approval for change of use of agricultural building to dwelling house (Class Q). Discuss at meeting.

There was no need to comment on this application as it is a prior approval.

28.2 Applic No. 0336/16/FUL – Meadow View Farm, Exbourne – proposed rural workers live/work unit of accommodation. Discuss at meeting.

Discussed earlier.

28.3 Agricultural Occupancy Conditions – the council received a letter from a parishioner querying the council's response to applications involving agricultural ties. The clerk will reply and state that the council feel that they have been consistent. The applications referred to were different. One application was for the replacement of an existing agriculturally tied dwelling and the other application was for the removal of the agricultural tie where the council submitted a neutral view as it was felt the agricultural consultant at WDBC would have more knowledge as to whether to allow the removal of the agricultural tie or not.

28.4 Applic No. 01110/2015 Hayfield House, Hayfield Road, Exbourne – householder application for demolition of single storey extension and construction of two storey extension and boundary treatments. Granted conditional approval.

28.5 Applic no. 01108/2015 Hayfield House, Hayfield Road, Exbourne – new 2 storey 3 bedroomed dwelling with single storey garage/workshop. This has been taken to appeal.

28.5a Applic No. 1406/16/FUL 6 Woodhall Barn, Exbourne – Change of use of

redundant ancillary building (Class C1) to create garaging and storage, with games rooms above (Class C3) replacement of ground floor windows with garage doors. This has been granted conditional approval.

28.5b Applic No. 1586/16/AGR Hole Down Farm, Exbourne – application for prior notification of proposed pole barn. As this was an agricultural determination the details were not required.

29. Finance

29.1 Invoice from the clerk for wages and expenses - £534.24

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

29.2 Invoice from clerk for costs incurred in placing advert for the new clerk in The Okehampton Times - £180.18

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

29.3 Invoice from Stuart Todd Associates for half of the fee agreed for assistance with the Neighbourhood Plan - £2400

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

29.4 Review of budget – this had been circulated to all the councillors. There are no problems. Cllr Hedley requested that an alteration to the layout with regard to N.P. expenditure be made. The clerk will do this.

29.5 Details of balance at bank – as at 20th May 2016 the balance at the bank was £20543.32. There is the hire of the hall for council meetings £45, hire of the hall for Neighbourhood Plan meetings £45 and one outstanding cheques for £75 and the cheques signed this evening (£534.24, £180.18 and £2400). This brings the balance down to **£17263.90**. This does not include the cheque written out for The Burrow for £500.

19. Matters at the discretion of the Chairman

19.1 The clerk has received a response from DCC regarding the trimming of highway verges. The term maintenance contractor will be cutting visibility areas (ie at junctions, inside of bends and forward visibility to signs) four times a year – April, June, July and September.

19.2 The Data Protection Renewal has been received from the Information Commissioner. This expires on August 7th so the council has time to do this at their July meeting.

19.3 The payment of the invoice for the grass cutting at Jacobstowe will be on next months agenda.

19.4 This is the clerks final meeting. The council thanked her for all her work over the years and the clerk stated it had been a pleasure working with them all and thanked them for making the job so enjoyable.

The next council meetings are:

Wednesday July 27th 2016 at 8.00 p.m. – venue the Vestry at Jacobstowe Church

Wednesday August 31st 2016 at 8.00 p.m. – venue Exbourne Village Hall

Wednesday September 28th 2016 at 8.00 p.m. – venue the Vestry at Jacobstowe Church

Wednesday October 26th 2016 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 9.55 p.m.