

Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on Wednesday 25th May 2016 at 20.05 in the The Village Hall, Exbourne.

9. Those present

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

Cllr Lois Samuels, Borough Councillor for the Exbourne Ward, and James McInnes, County Councillor for the Hatherleigh and Chagford Ward, were present.

There were 3 members of the public present.

10. Apologies for absence – Cllr Louise Watts, Borough Councillor for the Exbourne Ward, had sent her apologies.

11. Declarations of interest – Cllr Blakeman declared an interest in item 5.3 (minute ref 14.3) as he is a shareholder.

12. Minutes of the last meeting

Cllr Hedley proposed that the minutes of the last meeting be signed. This was seconded by Cllr Foster. The chairman signed the minutes.

13. Matters arising from the last meeting

13.1 Report by Borough Councillors – Cllr Samuels stated she had nothing further to add.

13.2 Neighbourhood Plan update

Cllr Hedley reported that he had completed the due diligence for the Locality Grant and the initial funding of £6,950 should have been paid into the Parish Council's bank account. The Clerk confirmed the monies had been received.

The Neighbourhood Plan Group ('the Group') were continuing with their evidence base work in preparation for the community consultation day on 24 September. West Devon Borough Council ('WDBC') are no longer able to carry out a housing needs survey for the Group due to limited resources. Given the significantly higher cost of approx. £2k quoted by Devon Communities Together for carrying out a similar survey, the Group will need to seek additional funding to obtain a survey for supporting policy in this area. Cllr Hedley said the Group would begin investigating this and asked how much a 2009 survey carried out by the

same organisation cost the Parish Council. Other members of the Council thought it was free. Cllr McInnes believed Devon Communities Together was better funded in those days and now needs to charge for its services.

The Group is still waiting for WDBC to release its latest strategic land availability assessment and is hoping for some form of local consultation on suitability of sites. There is still no indication of when the latest draft of the emerging Local Plan will be released other than a desired target of “the summer”.

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

The clerk has still not got the equipment out of their boxes. She hasn't had time with recent events and thus her letter of resignation, which will be dealt with later.

13.4 Cutting of grass and clearing of car park at Little Ellicroft Meadow – Cllr Cobb reported that the grass both in the car park and on the verge has been cut. The chippings haven't been raked off yet. A bill will be sent soon.

13.5 Queens Birthday Beacon – April 21st 2016 – only to report that the thank you letters have been sent out.

13.6 Pension Provision for the clerk – discuss at next meeting.

13.7 TAP funding – the clerk thanked Cllr Lois Samuel for obtaining the contact at WDBC regarding this issue. The clerk has contacted WDBC and has been informed that the £6000 grant was valid for 12 months on the condition that the work would be carried out within that period. The clerk explained to the council that when EJPC led the successful bid for £4000 the money was paid directly to EJPC who then paid £1000 each to the other three parishes. This council had not seen a copy of the offer agreement for this bid and was unaware of this condition until recently. Cllr Samuel and Cllr McInnes supported EJPC in contacting WDBC and requesting an extension as a work list is being prepared now. The clerk to contact WDBC.

13.8 Parking in the village – the chairman stated that Mr. Luxton has spoken to Mr. Brock about the number of cars around the garage. Two cars that were for sale have been moved and items have been cleared from the yard. An application has been submitted in Hatherleigh, which if successful will alleviate things in Exbourne.

The parking around the school is still a problem. Cllr Hedley stated as the police seem unable to address the problem we need help from WDBC. Cllr Samuel will contact the Locality Officers. Cllr Foster suggested moving forward with the parking at the Playing Field. It is understood that the school would be in favour of this. Cllr Foster and Cllr Hedley agreed to meet to ensure the Playing Field Committee were fully engaged in the Neighbourhood Plan process and their plans for parking taken into account in any community consultation on the subject.

13.10 Annual Risk Assessment – the chairman has undertaken the risk assessment and delivered his report. It was felt that some of the funds reserved for maintenance be used to replace the bench in Duck Lane and the other issues of cleaning and general maintenance be carried out (ask if Cyril Morris will do it). The clerk to update this information onto the risk assessment report. Ascertain if Dartmoor Prison still make benches.

14. New Items

14.1 Approve contract being sent by the Planning consultant Stuart Todd Associates in connection with the Neighbourhood Plan – this contract has been circulated. Cllr Mrs. Williams proposed that the council approves it. This was seconded by Cllr Foster.

14.2 Discuss the possibility of Exbourne/Jacobstowe purchasing a defibrillator – Cllr Hedley stated this issue had been raised in some responses to the Neighbourhood Plan questionnaire and he wondered how the other councillors felt. The clerk stated she had been contacted by a member of the public wishing to bring to the attention of the council the fact that a young parishioner has been raising funds to purchase this piece of equipment. The clerk to contact him and ascertain how he is getting on and if the parish council can help in any way.

A member of the public left the meeting.

14.3 Request from The Burrow for the parish council to fund a local person for five hours per week @ £7.50 per hour for 52 weeks - £1950. The chairman declared an interest in this item. The clerk informed the council that the council could make a grant to The Burrow under S.137 (this amount would be under the £7.42 limit per elector). It would be approx 40% of this years precept and it was whether the council wishes to make this large a donation. This was discussed at length. Cllr Hedley was concerned that The Burrow was either failing in its goal to be self-sustaining or failing in its volunteer strategy if it had to approach council for funds to pay for staff. He was assured by a member of the public this was not the case. Cllr Lawson proposed that the council does not give a grant for this purpose, but invited The Burrow to submit another application for a smaller one off capital project. This was unanimously agreed by the council.

14.4 Undergrounding of overhead cables – Mr Brady has copied the parish council in on an email he has sent to the CPRE asking if they have any recommendations to solving the issue of overhead lines in Conservation Areas. They have provided him with contact numbers. The clerk to thank him for his efforts in trying to solve this issue.

14.5 Internal Audit – the clerk informed the council that the internal audit has been completed. The documents will be made available on the Hatherleigh.net website. The internal audit was read out – there were no issues raised. The internal auditor has stated she would rather not attend a parish council meeting, which she had noticed her predecessor had done. The council were quite happy with that. She has also submitted her invoice for £75. It was unanimously agreed that this be paid. The clerk to ask her to carry out the audit again next year.

14.6 Road closure along Duck Lane for village celebrations to mark the Queens 90th Birthday with a fete on Saturday 25th June at 2.15 p.m.

The residents have given their consent and the committee now require the parish councils consent to proceed to obtain a road closure order from DCC. The council were unanimously in favour to support.

15. Matters arising from circulated correspondence (info only)

There was none.

16. Parish Paths Partnership (P3)

DCC have sent a letter confirming the £100 grant for this year.

The clerk will confirm with Steve Attfield and Tim Laws that they are happy to continue as P3 lengthsman for this year.

Cllr Lois Samuel, Cllr James McInnes and a member of the public left the meeting.

17. Planning

17.1 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. Discuss at meeting. The application was discussed and it was proposed by Cllr Mrs. Williams that the application be supported. This was seconded by Cllr Cobb and agreed by all.

17.2 Meadow View Farm – a letter has been received from WDBC. With planning permission in place for the use identified there appears to be no ongoing breach or contravention of planning controls, but if scrap metal were to be stored on site then contact enforcement.

17.3 Agricultural Occupancy Conditions – a letter has been received from Mr. R. Cleveland of Shilstone Farm Bungalow. He queries why when he submitted applications to rebuild his bungalow the council rightly insisted that the Agricultural Occupancy condition be retained, yet when Dornaford Park submitted an application to remove the AOC the council returned a neutral view. The council wishes to check the nature of the applications and actual comments submitted. The clerk to send a letter to him stating his concerns are being looked into.

18. Finance

18.1 Prior to the meeting a cheque was signed for the renewal of the insurance - £548.46 This amount came just under the budgeted figure of £550.

18.2 Received reclaim of VAT from HMRC - £176.90

18.3 Received first half of precept (£2447.50) and Council Tax Support Grant (£192) – £2639.50

18.3a Received Neighbourhood Plan Grant from Groundwork UK - £6950

18.3b Invoice from Jill Hicks for Internal audit - £75 (agreed on P.305 14.5)

18.4 Details of balance at bank – as at 13th May 2016 the balance at the bank was £20663.72 (this includes the reclaimed VAT, first half of precept and CTSG and the

Neighbourhood Plan Grant). There is the hire of the hall for council meetings £30, hire of the hall for Neighbourhood Plan meetings £30 and one outstanding cheques for £120.40 and cheque for internal audit - £75 to be deducted. This brings the balance down to **£20,408.32**.

19. Matters at the discretion of the Chairman

19.1 The chairman stated the clerk has sent a letter stating she wishes to resign as clerk to the council (purely down to a change in personal circumstances). The council discussed this and advert to be placed in Okehampton Times, on noticeboards and DALC. Applications to be sent to the chairman before June 16th. The clerk to draft an advert for the chairman to agree.

19.2 email received from village hall regarding a grant towards repairs. The clerk to ask them for an estimate of proposed costs.

19.3 an email has been received from WDBC stating they have pulled out of the DCC Highway verge cutting contract and will no longer be completing these cuts in the parishes. Does the council wish the clerk to contact DCC to ask what arrangements have been put in place? Yes.

19.4 the clerk will advertise the casual vacancy created now Mike Luxton has left.

19.5 at the next meeting the council will need to discuss the new bank mandate

19.6 the clerk to arrange attendance at a chairmanship course for the new chairman, Steve Blakeman.

The next council meetings are:

Wednesday June 29th 2016 at 8.00 p.m. – venue Exbourne Village Hall

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

(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 9.40 p.m.