

# EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

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Minutes of a Remote Meeting  
held via video conference on Tuesday 26<sup>th</sup> May 2020 at 7:30pm

**Councillors Present:** Steve Blakeman (Chair), Adam Hedley, Dave Stuart, John Guy, Cllr St John (part)

**In Attendance:** Zena Tett (Clerk) and 1 member of the public (part)

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## 1. Apologies for Absence

There were no apologies given prior to this meeting.

## 2. Election of Officers

### 2.1 To Elect a Chairman

Cllr Stuart proposed Cllr Blakeman for Chairman, this was seconded by Cllr Guy, all in favour. Clerk to forward the form to Cllr Blakeman for signature. **Action Clerk**

### 2.2 Declaration of Office of Chairman

The Chairman will sign the Declaration of Acceptance of Office of Chairman and return to the Clerk. **Action Cllr Blakeman**

### 2.3 Election of Vice Chairman

Cllr Blakeman proposed Cllr Hedley for Vice Chairman, this was seconded by Cllr Stuart, all in favour. Clerk to forward forms to all Councillors for signature. **Action Clerk**

### 2.4 Declaration of Acceptance of Office of Parish Councillors

All Councillors will sign the Declaration of Acceptance of Office and return to the Clerk. **Action All**

## 3. Welcome Address

Cllr Blakeman (Chairman) of the Parish Council, welcomed everyone to this remote meeting.

## 4. Minutes of the Last Meeting

The minutes of the remote meeting held on 28<sup>th</sup> April were agreed as a true copy. Proposed by Cllr Hedley, seconded by Cllr Stuart. These minutes will be signed at the next meeting to be held in the Village Hall.

## 5. Representatives to Committees

### 5.1 Northern Links

Cllr Blakeman offered to remain as the contact with Northern Links.

### 5.2 Exbourne Playing Fields

Cllr Guy was nominated to be the contact for the Playing Fields.

### 5.3 Link with the School

Cllr Guy was nominated to be the link for the School.

**Cllr St John joined the meeting.**

### 5.4 P3 Co-ordinator

Councillors declared Peter O'Connor would remain the contact for the Parish Paths Partnership until he decides otherwise.

### 5.5 Finance Working Group

Cllr Hedley will remain as the lead on the Finance Group with Cllr Stuart offering to join the working group.

### 5.6 Village Hall Committee

Cllr St John elected to be the contact for the Village Hall.

- 5.7 Neighbourhood Plan Group  
Cllr Hedley will remain as the lead on the Neighbourhood Plan Group and Cllr Stuart will also be a member.
- 5.8 Link with Highways  
Cllr St John offered to remain as the contact for Highways.
- 6. Review of Banking, Insurance and Audit Arrangements**
- 6.1 Lloyds Banking  
Cllr Hedley, proposed the Parish Council's banking remains with Lloyds Bank, this was seconded by Cllr Stuart, all in favour.
- 6.2 Came & Company Insurance  
Cllr Hedley, proposed the Parish Councils insurance arrangements remains with Came & Company and that the Parish Council chooses the 3 year option of a reduced rate, this was seconded by Cllr St John, all in favour.
- 6.3 Internal Auditor  
Cllr Blakeman proposed the Parish Council keeps the same internal auditor for next year. This was seconded by Cllr Hedley, all in favour.
- 7. Agree/Review Processes**
- 7.1 Standing Orders plus Addendum  
Cllr St John proposed no changes to the Standing Orders and for the Parish Council to include the new appendix, this was seconded by Cllr Hedley, all in favour. The Standing Orders will be signed at the first meeting to be held in the Village Hall. **Action Clerk**
- 7.2 Financial Regulations  
Cllr Hedley proposed no changes to the Financial Regulations, this was seconded by Cllr Stuart, all in favour.
- 7.3 Asset Register  
The Clerk was asked to update the date and add the projector and the screen to the Asset Register. Cllr Stuart proposed, seconded by Cllr St John, all in favour. **Action Clerk**
- 7.4 Risk Assessment  
The Clerk was asked to make comparisons with the Asset Register and bring any anomalies to the next meeting. **Action Clerk**
- 7.5 Grants/Donations/Memberships  
Cllr Hedley proposed no changes to grants, donations or memberships, this was seconded by Cllr St John, all in favour. It was noted that the Parish Council will, on occasion, make grants of benefit to the public in the villages of Exbourne and Jacobstowe from time to time.
- 7.6 Meeting Dates  
Councillors agreed that meetings for the Parish Council would remain as the last Tuesday in every month at 8pm. Currently these meetings are being held remotely, however, locations will be decided once meetings go back to normal.
- 8. Declarations of Interest**  
Cllr Hedley declared an interest on items 13.1.2 and 13.1.3
- 9. Public Speaking Time**
- 9.1 The Parish Council has received a complaint from the public that the grass has been cut too short around the village.
- 9.2 A newsletter will be distributed to villagers that will include advising instructions how to access the Parish Council remote meetings.
- 9.3 Village notice board – advised that putty was cracked/loose.
- 10. Borough Councillor Report**  
The Borough Councillor made her apologies for this meeting and forwarded the following report:  
It has been challenging times for the council over the last few months and our main priority has been ensuring all community groups had sufficient help and also administrating the business grants. Please see below the website link of all current funding that is available for individuals and businesses.  
<https://www.westdevon.gov.uk/article/6652/Coronavirus-Information-and-advice>  
We do have a new fund coming available called the Discretionary Grant which will be for some businesses that could not apply for the rate relief grant which will be going live in the next week.

If there are any local issues, then please contact me directly on 07976 780635.

## 11. Matters Arising

### 11.1 Neighbourhood Plan

Cllr Hedley declared there was nothing to report at this time as the Neighbourhood Plan Group is not undertaking meetings at this time. This item will be removed from the agenda until meetings resume.

### 11.2 Maintenance of Parish Assets

The Clerk received an email from Highways confirming the work to the Interactive Sign on the main road had been carried out. After checking with Cllr Hedley, this was either not the case or not working again. The Clerk has contacted Highways once more and is currently awaiting a reply. **Action Clerk**

### 11.3 Devon Air Ambulance

Cllr Blakeman reported the application has been validated.

### 11.4 Code of Conduct

This item will be removed from the agenda until such time as meetings can take place at the Village Hall.

### 11.5 Clerks Vacancy

This item will be removed from the agenda until such time as meetings can take place at the Village Hall.

### 11.6 Highways

This item will be removed from the agenda until such time as meetings can take place at the Village Hall.

### 11.7 Covid-19 Emergency Plan

Cllr St John explained the Covid-19 Emergency Plan could form the back-bone of a village play where it could be "tweaked" in order to deal with any crisis. He asked Councillors if they would be prepared to adopt the plan and review it each year. Cllr Hedley proposed, seconded by Cllr Stuart, all in favour.

## 12. New items

### 12.1 Road Closure

This road closure was noted by Councillors.

## 13. Planning

### 13.1 Additional Applications

13.1.1 1341/20/FUL: Parish Council Exbourne for installation of emergency lighting for Devon Air Ambulance – application noted.

13.1.2 1378/20/HHO: Town Living, Exbourne – householder application for rebuilding of collapsed section of wall to corner of barn and reinstating roof element over.

Comments: Councillors declared the wall needed to be reconstructed and supports the reconstruction of the same wall.

Decision: Support

Proposed by Cllr St John, seconded by Cllr Blakeman, all in favour.

**Action Clerk**

13.1.3 1379/20/LBC: Town Living, Exbourne – listed building consent for rebuilding of collapsed section of wall to corner of barn and reinstating roof element over.

Comments: Councillors declared the wall needed to be reconstructed and supports the reconstruction of the same wall.

Decision: Support

Proposed by Cllr St John, seconded by Cllr Blakeman, all in favour.

**Action Clerk**

## 14. Clerks Report

### 14.1 Correspondence

The items below which have been circulated prior to this meeting were noted/reviewed:

14.1.1 Highways: temporary restriction High Street Exbourne 6<sup>th</sup> July 2020

14.1.2 Highways: temporary restriction from Farthingland Cross to Red Lion, Exbourne 1<sup>st</sup> June to 2<sup>nd</sup> July

### 14.2 Audit

The Clerk read the Internal Auditor's report which included a thorough review of all accounting transactions and sampling of other activities of the Council based on the auditor's assessment of risk. The report contained no new recommendations

as the work carried out by the Clerk and the Council satisfy the internal control objective of the annual internal audit report 2019/20.

14.2.1 Certificate of Exemption

Cllr Blakeman proposed the Certificate of Exemption be approved, this was seconded by Cllr Stuart, all in favour. Cllr Blakeman to sign and return the form to the Clerk. **Action Cllr Blakeman**

14.2.2 Annual Governance Statement 2019/20

Councillors confirmed, to the best of their knowledge and belief, that the Accounting Statements read out by the Clerk were correct. Cllr Hedley proposed the Annual Governance Statement 2019/20 be approved, this was seconded by Cllr St John, all in favour. Cllr Blakeman to sign and return the form to the Clerk. **Action Cllr Blakeman**

14.2.3 Accounting Statements 2019/20

Councillors agreed the figures on the Accounting Statements 2019/20. Cllr Blakeman proposed this document be approved, seconded by Cllr Stuart, all in favour. Cllr Blakeman to sign and return the form to the Clerk.

**Action Cllr Blakeman**

14.3 Covid-19 Grant Funding

The Clerk explained that funding was available for Parish Councils and she was currently awaiting a response from WDBC. Cllr Hedley proposed that the Parish Council funds the equipment that is urgently needed at The Burrow until grant monies are received, this was seconded by Cllr Stuart, all in favour. Parish Councillors thanked Cllr Guy who will be carrying out the work free of charge. Cllr St John will speak with the shop and obtain receipts up to £500. **Action Clerk and Cllr St John**

15. **Councillor's Reports and Items for Future Agenda**

15.1 Cllr Blakeman, reported to the Parish Council there is a tree in Blenheim Lane that appears to have ash die back. Cllr St John offered to inspect the tree and Cllr Guy will contact the owner. If the owner takes no action then the Parish Council will contact the local authority. **Action Cllrs St John and Guy**

16. **Finance**

16.1 The following payments were proposed by Cllr Stuart, seconded by Cllr St John, all in favour. **Action Clerk**

16.1.1	Clerks Expenses	£138.52
16.1.2	Came & Company Insurance Renewal – 3 year term	£648.47
16.1.3	Internal Auditor	£75.00

16.2 Bank Balance

The balance in the account at the beginning of this financial year was £13,777.79 and the closing balance was £14,586.87.

17. **Date of Next Meeting**

The next meeting of the Parish Council will be held on Tuesday 30<sup>th</sup> June at 8pm. This meeting will take place remotely.

**With no further business, the meeting closed at 9:03pm**

**SIGNED AS A TRUE RECORD: ..... (Chair)**

**NAME: ..... DATE: .....**