

**Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on  
Wednesday 24<sup>th</sup> June 2015 at 20.00 in the The Village Hall, Exbourne.**

**31. Those present**

Cllr S. Blakeman (Chairman for this meeting)  
Cllr B. Cobb  
Cllr U. Lawson  
Cllr T. Foster  
Cllr A. Hedley

The internal auditor, Fiona Rook, was present. There were no other members of the public present.  
Cllrs Lois Samuel and Louise Watts, Borough Councillors for the Exbourne Ward, were present.

**32. The first item of business shall be to elect a chairman as both the Chairman and Vice-Chairman will be absent.**

Cllr Lawson proposed Cllr Blakeman. This was seconded by Cllr Cobb. There were no other nominations. Cllr Blakeman took the chair. He signed a declaration of acceptance of office form.

He asked the member of the public if she had any issues, other than the internal audit, she wished to raise. She asked if the council would be discussing the application at Copper Beeches this evening. She was advised that a separate planning meeting would be held to discuss this. Cllr Blakeman could not attend a meeting on July 8<sup>th</sup> and the clerk cannot attend on July 1<sup>st</sup>. The 15<sup>th</sup> was proposed as a possible date – the clerk will email around to Cllrs and ascertain their availability for that date. The application at Risdon Mill can also be discussed at that meeting.

**33. Apologies for absence –** Cllrs Luxton and Williams as they are away. These apologies were accepted.

**34. Declarations of interest –** Cllr Blakeman declared a personal and prejudicial interest in item 6.1 regarding the village hall grant. He is the council's representative on the village hall committee.

**35. Minutes of the meetings held on May 13<sup>th</sup> and May 27<sup>th</sup> –** the minutes held on May 13<sup>th</sup> could not be signed as there were not two people present at that meeting here this evening to propose and second. These minutes will be signed at the next meeting.  
Cllr Hedley proposed that the minutes of the meeting held on May 27<sup>th</sup> be signed as a correct record. This was seconded by Cllr Foster and agreed by all. The chairman signed these minutes.

### **36. Matters arising from the last meeting**

**36.1 Meeting with Internal Auditor, Fiona Rook.** The chairman welcomed Fiona to the meeting. She stated it was a good clean report. There was a discrepancy between the Financial Regulations and Standing Orders. 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 council to review and amend one of these.

When Councillors declare an interest they only have the agenda number to refer to and when the minutes are written the number is different so it is difficult to cross reference which item the councillor is declaring an interest in. Fiona suggested filing the agenda with the minutes. This can be reviewed.

The mandate will need altering, but she was aware that this is in hand.

She has signed her part of the Annual Return and it has been submitted to the external auditor.

Fiona ended by stating that if the council can find someone else to carry out the internal audit then she is happy to hand over.

The chairman thanked her for attending.

**36.2 Report by Borough Councillors –** Cllr Watts stated they had not yet held a full council meeting. WDBC has had problems with the planning portal. A new system is being implemented in September and it is hoped this will improve things. There have also been problems with the phone system. Staff have been moved around and are settling into their new posts.

Cllr Watts stated they had received an email from the planners regarding the planning application at Wood Close. If there are several representations from the public then the Borough Councillors can request the application is taken to committee or leave it for the planners to decide. The parish council had supported the application, but wished the developer to heed the siting of dwellings so there is no adverse impact on the nearby garage. Cllr Watts stated this would be borne in mind by the planners. The council stated they were happy to leave the decision to the planners.

**36.3 Report on Enforcement Cases –** Cllr Samuel stated the list is being looked at and updated. Councils should receive updates.

**36.4 Northern Links meeting on July 2<sup>nd</sup> at Bridestowe. Cllrs Williams and Lawson to attend.** Cllr Lawson has since stated he will be unable to attend because of work commitments. His apologies have been sent. The clerk asked if anyone else would like to attend with Cllr Williams. Cllr Blakeman stated he would try and attend.

The subject of Broadband has been raised as an agenda item. It is understood that one half of Exbourne should see Broadband speed improve, but the other half will not.

One of the Borough Councillors will try and attend.

**36.5 Neighbourhood Plan –** Cllr Hedley informed the council that Debbie Bird has now left WDBC, but he has spoken to Rebecca Black. It was agreed that the Exbourne parish boundary was the most appropriate area for the Neighbourhood Plan as Exbourne is

designated a main village in 'Our Plan' and has been allocated a "minimum planned requirement" of 20 new dwellings. It was felt that on the basis that no allocation had been made to Jacobstowe, unless residents expressed a particular wish for its inclusion, Jacobstowe would not be covered by the Neighbourhood Plan.

The next meeting is being held on July 9<sup>th</sup> and Rebecca Black is attending.

The Neighbourhood Plan Group currently consists of 13 members.

He stated that he had met with the person who is overseeing North Tawton's Neighbourhood Plan. Cllr Watts stated it is worth doing as when a contentious planning application is made then WDBC have to take heed of the local Neighbourhood Plan.

Cllr Blakeman commented that local politics can get involved.

The clerk stated she had sought advice from DALC regarding the bank account and she had been advised that the existing bank account be used and 'ring fence' other funds. A separate column will be needed to list the income and expenditure of the 'ring fenced' funds.

Cllr Hedley has submitted a request for funding from the parish council for the Neighbourhood Plan, but it was agreed that this can be discussed at the next meeting.

**36.6 Amending the signatory details of the bank account with Lloyds** – still in progress. Cllr Williams has been to the bank and the clerk will collect her form when she returns from holiday. Cllrs Blakeman and Hedley have both completed their forms and were received by the clerk this evening.

**Fiona Rook, the internal auditor, left the meeting.**

**36.7 Cutting of grass and clearing of car park at Little Ellicroft Meadow** – Cllr Cobb stated the grass has been cut twice, but it has not been possible to scrape the stones on the car park as the containers (work being carried out at St James Church) are there.

**36.8 Undertake annual Risk Assessment** – the chairman has undertaken to carry out this and he is not present this evening.

### **37. New Items**

**37.1 The parish council to consider a request from Exbourne Village Hall committee to use the £500 granted to them for a new heating system for external decoration of the hall instead.**

The chairman has declared an interest in this item. Sheila White has written a letter to the parish council, which was read out. They have received quotes for new heating neither of the systems uses the cheaper rate night time electricity and the advice the committee has received has been contradictory and has left the committee unable to make a decision.

Meanwhile the external decoration of the hall deteriorates and it was felt that this should be addressed before it affects the structure of the hall. The chairman, as the representative on the village hall committee, also provided a bit of background information. He did not participate in the decision making.

Cllr Lawson proposed that the village hall committee be allowed to use the £500 towards external decoration of the hall. This was seconded by Cllr Hedley. The grant will be paid on production of an invoice showing that the work has been done.

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

An email has been received from Mr. Brady who raises concerns about the use of substandard materials on either the highway or properties within the Conservation Area. He has carried out a personal audit of the Conservation Area and has studied some Village Appraisals. He has also exchanged emails with Graham Lawrence, the Conservation Officer, at WDBC on the topic of the parish carrying out a village appraisal.

The chairman felt that this topic fell within the scope of the Neighbourhood Plan and explained that the general principle behind the Conservation Area is that any changes should enhance the area.

Cllr Hedley felt that a Conservation Area Appraisal could be prepared alongside a Neighbourhood Plan and the Neighbourhood Plan would likely incorporate it to some degree, but it would probably be a separate exercise which Mr. Brady could pursue. It was decided to discuss it more fully at the next meeting. Cllr Watts stated she would ascertain whether North Tawton's Neighbourhood Plan is incorporating the Conservation Area.

### **37.3 Code of transparency for smaller councils – items have been submitted to website for publication. Parish Council website to be discussed at the next meeting.**

**37.4 Cllrs Hedley and Foster have been booked onto courses at DALC for new councillors.** Cllr Hedley has already attended his course and found it informative. He stated one point that had been raised was that Cllrs should not use their personal email addresses in connection with council duties. This could be resolved with the setting up of the councils own website. One or two Cllrs queried what difference this made when the public know their home telephone number and address.

**37.5 DALC – Election to County Committee 2015 – 2019 West Devon Area. Council to consider candidates and vote.** The councillors had received the candidates information via email and can vote for no more than three candidates. Cllr Lawson proposed that the council voted for Charles Dumbleton, Christine Marsh and Jill Davison. This was seconded by Cllr Cobb and agreed by all. The clerk will send the voting paper to DALC.

### **38. Matters arising from circulated correspondence (info only)**

There was none.

### **39. Parish Paths Partnership (P3)**

An email had been received from Mr. Phipps at Coxwell Farm, Exbourne asking why the footpath had not been strimmed. The clerk had contacted the P3 Co-ordinators and they were not aware that it had to be strimmed. They are going to arrange to strim it ASAP and the clerk has asked them to add it to their list for next year.

#### **40. Planning**

##### **40.1 Applic No.00537/2015 Townsend Farm, Exbourne – Conversion and change of use of Garage and Hobby Room into a pair of single bedroom holiday cottages including the erection of new access gates. Discuss at meeting.**

A letter of objection has been received from the residents of Longacre, Exbourne. The main points were read out to the council.

Cllr Williams and sent some notes/observations which were read out to the council.

The application was discussed. The chairman had looked at the website and Highways are happy with the access and amount of traffic.

In principle the parish council has no objections to the conversion of these buildings into holiday cottages, but it does object on the grounds that this Heritage Asset would be harmed by the changes to the fenestration and extensions on the east elevation which alters the quintessential character of this courtyard setting within the conservation area.

It was proposed by Cllr Lawson and unanimously agreed by all that this is the comment that should be submitted to the planning department.

##### **40.2 Applic no. 00411/2015 Town Living Farm, Exbourne – Listed Building Application for installation of woodburner and flue to holiday cottage. Post and rail fence around new garden area and alterations to garage/outbuildings. Granted conditional consent.**

##### **40.3 Applic No. 00410/2015 Town Living Farm, Exbourne – application for erection of fence and creation of courtyard garden to holiday unit involving change of use from agricultural to residential. Alteration of garage to car port and installation of chimney flue. Granted conditional consent.**

##### **40.4 Applic No. 00395/2015 Land Adjacent to The Tumbles, Exbourne – Erection of single storey dwelling with rooms in roofspace and attached garage. This application has been WITHDRAWN**

#### **41. Finance**

**41.1 Reimburse the chairman (M.Luxton) for the purchase of photocopier paper – £10.79.** The clerk explained that 5 packs each containing 500 sheets of paper has been purchased. Cllr Cobb proposed that this be paid and it was unanimously seconded.

**41.2 Review of budget** – the clerk explained that there were no major issues with the budget at present. £542.34 was available in the budget for insurance and this came in under that figure at £525.67.

**41.3 Details of balance at bank** – the bank balance as at 11<sup>th</sup> June was £11,935.70. There is the cheque signed this evening for £10.79. The hire of the hall for April, two meetings in May and this evenings meeting (£60.00) to deduct. This brings the balance to **£11,864.91**.

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

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

**42.1** Cllr Foster attended the AGM of the Exbourne Playing Field Committee. Only 6 people turned up. An extraordinary meeting has been called for September 14<sup>th</sup>.

They have planning consent for the car park and it has been suggested by Mr. G. Fishleigh that they get some stone and make a start. The chairman pointed out that there were some pre-commencement conditions that need to be addressed before work actually begins.

The officers are becoming demoralised and there is no support from the school or parents of children who use the playing field. An appeal is going to be made at sports day that this could be the last sports day unless the committee get some help.

**42.2** Cllr Hedley stated the bin at the top of Blenheim Lane (next to the pub) has broken and come away. The clerk to submit a request to DCC for them to repair it.

**42.3** The clerk stated one new light column has been erected in Blenheim Lane. It was originally thought that there were going to be more, but Western Power Distribution has altered its plans so there will be no further metal poles.

Cllr Hedley added that as they are situated in a conservation area they should be painted black. He is pursuing this with Cllr James McInnes.

The next council meetings are:

Wednesday 15<sup>th</sup> July 2015 at 8.00 p.m. – planning meeting to discuss applications at Copper Beeches (land adjacent to), Exbourne and Risdon Mill, Jacobstowe

Wednesday 29<sup>th</sup> July 2015 at 8.00 p.m. – Venue Exbourne Village Hall

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

(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 9.15 p.m.