

**Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on
Wednesday 27th January 2016 at 20.00 in the The Village Hall, Exbourne.**

108. Those present

Cllr M. Luxton (Chairman)
Cllr. Mrs. R. Williams (Vice-chairman)
Cllr S. Blakeman
Cllr A. Hedley

There were 2 members of the public present.

The two members of the public informed the Chairman that they were the owners of Hayfield House and they just wished to attend and listen to the meeting. The chairman informed them that the council had received a letter from the architect involved with their planning application, but this would not be discussed at length at this evenings meeting.

109. Apologies for absence – Cllr Trevor Foster has sent his apologies as he is away on holiday. Cllr Ulrik Lawson has sent his apologies because of a prior commitment. These apologies were accepted.

110. Declarations of interest – there were none.

111. Minutes of the last meeting

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

112. Matters arising from the last meeting

112.1 Report by Borough Councillors – Neither Cllr Samuel nor Cllr Watts was present and the clerk had not received any apologies.

Cllr Samuel had sent an email sending their apologies, which the clerk did not see until after the meeting. Cllr Samuels is still trying to find out what Section 106 monies there are in Exbourne. She had attended the public hearing with regards to the closure of the Okement Surgery.

112.2 Neighbourhood Plan update

Cllr Hedley informed the council that a report summarising responses received from the visions and themes questionnaire has been drafted and will be made public and posted on the Neighbourhood Plan website in February.

Based on the findings the group has prepared a draft vision for the village of Exbourne in 2030.

Work has also begun on building an evidence base, which will provide the basis to help support positions adopted in the plan. One of the issues that has arisen from the

questionnaire is the perceived need for affordable housing and the Neighbourhood Plan Group is looking at commissioning a housing needs survey to ascertain the true position.

“Our Plan”, the emerging West Devon Strategic Plan, is being revised with a further consultation in July. It is hoped that West Devon’s Plan will be finished before the Neighbourhood Plan is completed. West Devon have issued their own fresh request for landowners to submit possible sites for housing development, which will save the Neighbourhood Plan Group having to undertake this task. The group is drafting an application for a grant towards funding its costs (including a Housing Needs Survey, Consultancy and public consultation events)

The Exbourne Neighbourhood Plan website, which should allow the public to obtain easy access to information about the Neighbourhood Plan and its progress, is up and running: np.exbournewithjacobstowe.org.uk

112.3 Parish Council website – the funding from the Code of Transparency Grant has been received so can now purchase the laptop, printer/scanner and associated items. Cllr Williams pointed out that the model originally chosen is no longer available so Cllr Williams proposed to use some parish council funds to cover the extra cost of the IT items. This was seconded by Cllr Blakeman and agreed by all. Cllr Williams will source the items and should be able to get them within the next week.

112.4 Code of Transparency Grant Funding – funding for computer and printer/scanner and associated software.

The sum of £479.04 has now been received.

112.5 Cutting of grass and clearing of car park at Little Ellicroft Meadow – Cllr Cobb was not present.

112.6 Remaining councillors to review their Registers of Interests – Cllrs Cobb and Foster were not present at the meeting.

113. New Items

113.1 Report on TAP funding meeting held at Sampford Courtenay last night – the chairman and Cllr Blakeman had attended. The parishes that were represented at the meeting were keen to link up and produce a multi parish footpath map. It did become apparent that some parishes were not in the Parish Paths Partnership scheme. There was also an expression of interest in providing more cycleways. Sampford Courtenay has asked for the footpath leaflet of each parish (pdf version if possible – the clerk to ask Ian Brooker if a pdf version exists). The chairman gave the clerk a printed copy that she can pass to the Sampford Courtenay clerk. A lot of work is involved and Sampford Courtenay have offered to collate the information. Hope to hold another meeting in a few months time. It is hoped that in a few years time a collective map of the parishes footpaths will be available. TAP FUND APPLICATION BY EXBOURNE VILLAGE HALL – Sampford Courtenay Parish council agreed to support the application. The chairman asked the members of Exbourne with Jacobstowe parish council if they were happy to support the application. The council was unanimously in favour.

Sampford Courtenay Parish Council is very concerned that the minor roads are not on the snow clearance network. DCC has been approached and asked if they would undertake the work for the parish. They had been informed that yes they would at a cost of £400 per hour. SCPC sought support for a TAP fund application for £4000 to cover the cost of a salt Spreader to be shared by parishes. Councillors agreed to support the application, but asked the clerk to mention the issue of insurance when responding.

113.2 Queens Birthday Beacon – April 21st 2016.

The chairman had spoken to Paul Ankcorn, who would be happy to be involved, but would need help from local residents. It was felt that the best venue would be the playing field. The clerk to write to the playing field committee and ask whether it would be possible to site a beacon/bonfire there.

The clerk was also asked to contact Sally Hordern or Lorraine Aagaard and enquire about the beacon used at the top of the church tower for the Diamond Jubilee.

113.3 Setting the council's precept for 2016/17

Cllr Hedley informed the council that the sum of £500 has been allocated for the Neighbourhood Plan to cover possible costs that the group will not be able to get grant funding for.

There is no requirement for the council to provide a pension for the clerk under the new auto enrolment.

A total of £5087 is the proposal before the council. This is made up of a precept of £4895 and the Council Tax Support Grant of £192. This represents a reduction in the precept. Cllr Blakeman queried reducing the precept. Cllr Hedley explained that the council had healthy funds and the clerk explained that the possibility of the government imposing a restriction on future increases and the gradual reduction of the Council Tax Support Grant had been considered.

The Band D Parish Rate will be £22.99 which would be a reduction of 3.71% compared to 2015/16.

Cllr Blakeman proposed that the sum of £4895 be requested as the precept from WDBC. This together with the CTSG of £192 will give the council a total income of £5087. The chairman and clerk signed the precept form and this will be submitted by the clerk to reach WDBC by January 29th.

113.4 Pension Provision for the clerk – as mentioned above there is no requirement for the council to provide a pension, but some administration still has to be carried out and the clerk will see to this.

113.5 Procurement of Audit for smaller authorities – from the start of the 2017/18 financial year smaller authorities can choose to have an auditor appointed to them by a new 'sector led body' or they can decide to procure their own. Smaller authorities with a turnover of less than £25,000 will still need to complete and publish an Annual Return, but they will no longer be required to submit it for audit. However, an auditor will still need to be appointed in case there are questions from electors to be resolved. If the council wishes to participate and have the auditor appointed to them then they do not need to do anything as smaller authorities are automatically opted in to the new sector led body. If they wish to opt out then there is a procedure to follow.

Cllr Williams proposed that the council does nothing and remains opted in to the sector led Body. This was seconded by Cllr Blakeman and agreed by all.

114. Matters arising from circulated correspondence (info only)

There was none.

115. Parish Paths Partnership (P3)

The clerk stated there was nothing to report, but at the next meeting the council may wish to consider whether they make a donation to the two footpath lengthsman to assist with their costs.

116. Planning

116.1 Applic No. 2591/15/FUL: Trotters Cottage, Lower Cadham Road from Terris Cross to Higher Cadham, Jacobstowe, EX20 3RB – agricultural building for young stock. Comment

required prior to meeting. Council supported as it addresses a genuine agricultural need.

116.2 Applic No. 2818/15/HHQ – St Johns Park, Exbourne EX20 3RD – householder application for proposed alteration to allow the use of ancillary storage building as photographic and sound studio and craft hobby room. Comment required prior to meeting. Council supports – proposal would not have a detrimental effect on adjoining property. Cllr Blakeman informed the council that this application has been approved.

116.3 Applic No. 2916/15/VAR – Kingfishers, Woodhall Holiday Barns, Exbourne – Variation of condition 3 of planning consent 00267/2015/OKE to permit erection of huts and fence. Comment required prior to meeting. Council supports and understands it is for one hut and would suggest minimal shrub planting to soften the effect until the construction has had time to weather. Proposal is not visible to any neighbouring properties. A site visit had been held to determine this and the following application.

116.4 Applic No. 2917/15/VAR – Woodhall Holiday Barns, Exbourne – Variation of condition 3 of planning consent 00268/2015/OKE to permit the erection of fences. Comment required prior to meeting. Council supports and understands the need for the picket fencing.

116.5 An appeal has been made to the Secretary of State in respect of 'Land to rear of Copper Beeches, Exbourne – outline application with all matters reserved for 10 dwellings'.

The letter received from John Wilde, the architect who has drawn up the plans for the applications at Hayfield House, Exbourne has requested a copy of the draft Exbourne conservation area appraisal. This was briefly discussed and it was felt that the council could not send him a copy as it is still in draft form and is being prepared by a resident of the parish and is, at the moment, not the council's to distribute.

117. Finance

117.1 An invoice was received from Mr. C. Morris. Prior to the meeting a cheque was signed for £32.00

To ratify for the minutes - Cllr Williams proposed that this invoice be paid. This was seconded by Cllr Blakeman.

117.2 Invoice from clerk for wages and expenses - £427.17

Cllr Hedley proposed that this invoice be paid. This was seconded by Cllr Williams. A cheque was signed. This amount does include an invoice for the renewal of the Internet security for two years.

117.3 Review of the budget – the clerk pointed out that this was prepared before confirmation that the £479.04 had been received into the bank account. There are no problems.

117.4 Details of balance at bank – the bank balance as at 15th January 2016 was £13,239.50 (this includes the amount received for the Code of Transparency grant – £479.04). There is the hire of the hall for October, November and January to deduct - £45, there is an outstanding cheque no. 733 £357.44 and the cheque signed this evening for £427.17. This brings the bank balance down to **£12,409.89.**

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

The clerk informed the council that she had not received the statement for 14th November 2015 to 15th December 2015, which showed the receipt of the Transparency Code funding. The clerk had prepared a letter requesting a copy of this statement and this was duly signed by two authorised signatories

118. Matters at the discretion of the Chairman

There were no items to discuss.

The next council meetings are:

Wednesday 24th February 2016 at 8.00 p.m. – venue Exbourne Village Hall

Wednesday 30th March 2016 at 8.00 p.m. – venue Exbourne Village Hall

Wednesday 27th April 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 8.55p.m.