

# EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

The AGM followed by a meeting of the Council was held on:  
Wednesday 31<sup>st</sup> May 2017 at 8:00pm in the Village Hall, Exbourne

**Councillors Present:** Steve Blakeman (Chair), Adam Hedley (Vice Chair), Rose Williams, Brian Cobb, Ulrik Lawson

**Parish Clerk:** Zena Tett

**Also in attendance:** 0 members of the public

## Business Transacted

1. **Apologies for Absence:** Councillor Elizabeth Batson, Borough Councillor Lois Samuel
2. **Election of Chairman:** Cllr Williams proposed Cllr Blakeman for Chairman, seconded by Cllr Cobb, all in favour. Cllr Blakeman accepted.
3. **Declaration of Acceptance of Office:** Cllr Blakeman signed the Declaration of Acceptance of Office.
4. **Election of Vice Chairman:** Cllr Williams proposed Cllr Hedley for Vice Chairman, seconded by Cllr Cobb, all in favour. Cllr Hedley accepted.
5. **Representatives to Committees:**
  - 5.1 Northern Links: Cllrs Blakeman and Lawson
  - 5.2 Exbourne Playing Fields Association: Cllr Williams
  - 5.3 Link with the School: Cllr Williams
  - 5.4 P3 Co-ordinators: Tim Laws and Steve Attfield: Clerk to ascertain whether Tim and Steve wish to continue. **Action Clerk**
  - 5.5 Finance Working Group: Cllrs Hedley, Cobb and Batson
  - 5.6 Village Hall Committee: Cllr Blakeman
  - 5.7 Neighbourhood Plan Group: Cllrs Hedley and England
  - 5.8 Link with Highways: Cllr England
6. **Welcome** – Cllr Blakeman welcomed everyone to the meeting.
7. **Minutes of the Last Meeting:** the minutes of the meeting held on 26<sup>th</sup> April 2017 were amended, item 124.4 was changed from Cllr Williams to Cllr Blakeman. They were then agreed and signed as a true record, proposed by Cllr Cobb, seconded by Cllr Hedley, all in favour.
8. **Declarations of Interest:** Cllr Hedley Item 17.1.4,5&6: cheques for The Burrow
9. **Public Speaking Time:** no public present.
10. **Agree/Review the following**
  - 10.1 Standing Orders: current Standing Orders were agreed
  - 10.2 Financial Regulations: current regulations agreed to remain the same, however, Cllr Williams would like the Parish Council to review financial figures at the next meeting. **Action Clerk**
  - 10.3 Asset Register: to be amended as per discussion. **Action Clerk**
  - 10.4 Insurance: clerk to contact Came & Company to discuss core cover. **Action Clerk**
  - 10.5 Register of Interests: Were reviewed by all Councillors present. Clerk to forward new Register of Interest form to Cllr England. **Action Clerk**
  - 10.6 Grants: funds have been budgeted in readiness for organisations to approach the Parish Council for grants.
  - 10.7 2017/18 Meeting Dates and Venues agreed as follows:  
28<sup>th</sup> June 2017 - Village Hall, Exbourne



26 <sup>th</sup> July 2017	- The Vestry, Jacobstowe
30 <sup>th</sup> August 2017	- Village Hall, Exbourne
27 <sup>th</sup> September 2017	- Village Hall, Exbourne
25 <sup>th</sup> October 2017	- The Vestry, Jacobstowe
29 <sup>th</sup> November 2017	- Village Hall, Exbourne
31 <sup>st</sup> January 2018	- Village Hall, Exbourne
28 <sup>th</sup> February 2018	- Village Hall, Exbourne
28 <sup>th</sup> March 2018	- The Vestry, Jacobstowe
25 <sup>th</sup> April 2018 Annual Parish Meeting	- Village Hall, Exbourne
30 <sup>th</sup> May 2018 AGM	- Village Hall, Exbourne

Clerk to book the Church with Rod Lane and the Village Hall with Sheila White.  
**Action Clerk**

**11. Borough Councillor Report**

Borough Councillor Lois Samuel sent her apologies.

**12. Matters Arising**

**12.1 Neighbourhood Plan**

Cllr Hedley reported that the Neighbourhood Plan Group felt the feedback on the Consultation Day had generally been positive. The event was considered professional and the amount of work involved widely recognised, with many expressing their gratitude. It was perhaps inevitable that some landowners potentially affected by the NP would raise questions. The NP Group had received some complaints, which they have, or are in the process of, addressing. In summary, there seem to be three key areas of concern:

*Local Green Spaces:*

A few landowners have raised questions over the public nomination process and their land being inappropriately designated as a Local Green Space. The NP Group are confident that the nomination process they followed was in line with guidance provided by WDBC and Locality. There may perhaps be a misunderstanding amongst the landowners affected that all nominated sites are at risk of being designated. The process of designation is by no means complete and the work so far is simply part of building the evidence base and engaging the wider community. There will be a wider assessment of the nominated sites in due course to see if they meet the relevant National Planning Policy Framework criteria for designation and then any potential designations will be discussed and agreed with WDBC. Once a draft Neighbourhood Plan has been prepared, there will be a formal 6 week consultation exercise. All landowners whose sites are proposed to be designated as LGS's in the draft Neighbourhood Plan will be notified of this consultation and be able to make representations in respect of the proposals, which will then be scrutinised by the independent examiner.

*Site Assessments:*

A few landowners had raised concerns over the site assessment process, however the NP Group are confident that guidance from WDBC and Locality was followed. The site appraisals were mainly based on the appraisals produced by WDBC for the purposes of their Strategic Housing and Employment Land Availability assessment. However, WDBC told the NP Group that their assessments were "high level" and could be improved for the purposes of a Neighbourhood Plan consultation exercise. Therefore, some further explanation was provided in some areas and some additional criteria added with a more local perspective. The site assessment tool used to score sites was based on the use of a tool made available by WDBC to all their Neighbourhood Plan groups. The NP Group believe the assessments in the tool were as objective and transparent as possible. In all cases, site assessments were carried out by individuals with no conflict of interest in relation to the site assessed.

*Use of drones:*

There have been a couple of complaints about the safety and privacy aspects of the use of a drone over the village. The NP Group drone pictures were taken by a teacher at Okehampton College, who kindly offered to help the Neighbourhood Plan Group at the request of Darryl Chapman, the Executive Head and a resident of Exbourne. For the most part, pictures were taken from locations at the edge of the

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village and well away from people and property. However, one flight does seem to have been made from within the village. Given the school's generosity, the NP Group have asked the complainants to try and forgive the drone pilot's error of judgement in this case. From a privacy perspective, the NP Group did not consider that they were breaching any guidance or law, given that they did not take or store any images with people in them. However, they possibly did not properly anticipate the level of negative reaction to drone use and the council and community can be assured they will not take any further footage.

In terms of follow up work for the Consultation Day, Devon Communities Together will be putting together a report on the event, a draft of which they hope to see before the end of June. This will be added to the evidence base work, which will then be used to shape policies for the Neighbourhood Plan itself in the coming months.

12.2 Lengthsman Work

Cllr Williams notified the meeting, Ben Pell has completed 1 day in May and will carry out further work over 2 days in June. He will come back at a later date in the Autumn to complete the work. Clerk to clarify when the Parish Council may apply for funds.

**Action Clerk**

12.3 Village Flyer

On hold.

12.4 Village Hall

Cllr Blakeman announced the work was now complete.

12.5 Parish Councillor Vacancy

Two parishioners had asked to be considered for the vacancy of Parish Councillor, Councillors reviewed emails sent in by the candidates and Cllr Lawson proposed Kirk England for the position, this was seconded by Cllr Cobb, all in favour. Cllr England signed the Declaration of Acceptance of Office form and the Clerk was asked to forward information on New Councillor short courses. The Clerk was asked to write to Graham Macklin and thank him for his interest. **Action Clerk**

**13. New Items**

13.1 New Lighting on Main Road

Deferred until the next meeting.

13.2 Bush Broadband

Cllr Williams explained a representative from Bush Broadband will be attending the Village Hall AGM on 13<sup>th</sup> June 2017 and give a presentation to describe what is involved.

**14. Planning**

14.1 1507/17/PDM – Barn Niases Farm, Jacobstowe

Prior approval for change of use of agricultural building to dwelling house (class C3(Class Q(b)))

Notes: No comments made.

14.2 1225/17/LBC – Lower Cadham, Jacobstowe

Listed building consent for rebuilding of chimney stacks, replacement of 3 existing roof lights, re-rendering, new soakaway and associated gullies and pipe work, internal works including works to fireplace and flooring.

Decision: Support

Comments: The Parish Council feels the works are appropriate and wish to support the application.

Proposed by Cllr Cobb, seconded by Cllr Lawson, all in favour. **Action Clerk**

**15. Clerks Report**

15.1 Correspondence

The following items of correspondence were discussed and reviewed:

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- 15.1.1 Letter from P3 Scheme; notification of £100 grant
- 15.1.2 Letter from WDBC; Parish Councillor Vacancy
- 15.1.3 Okehampton District Community Transport Group Newsletter
- 15.1.4 Email from Highways; notification of new Neighbourhood Highway Officer
- 15.1.5 Email from Parishioner; Drone use over Exbourne Village
- 15.1.6 Email from Elements Festival: notifying Parish of upcoming event taking place on 16th – 18th June. The Clerk was asked to write to the organisers thanking them for their consideration in notifying Parishioners of the upcoming event and welcome them to the Village. **Action Clerk**

15.2 Queen's Commemoration

Councillors agreed the purchase of a Memorial Book in principal. The Clerk was asked to write to Lorraine Agard with a suggested budget of £50 plus VAT for both Exbourne and Jacobstowe Parish Memorial Books. **Action Clerk**

15.3 Highways Road Closure Maps

Highways explained that their maps are imported to their database from roadworks.org and they explained it is not often possible to provide them in a suitable scale. They believe there should be enough information in the text to enable parishioners to determine where the road closure is and contractors put out advance warning signs 7 days in advance.

15.4 Hatherleigh Website

The Clerk had spoken with the editor of the website and he had agreed to archive all old information pertaining to the Parish Council. He did, however, point out that Parish Councillors should do more to market their own website in order for people to look there in the first instance for Parish Council information.

15.5 Annual Governance Statement 2016/17

The Annual Governance Statement was acknowledged and signed accordingly.

15.6 Accounting Statement 2016/17

The Accounting Statement was approved and signed.

16. **Councillors' Reports and Items for Future Agenda**

- 16.1 Cllr Hedley asked for street lighting and reducing light pollution to be put on the next Agenda. **Action Clerk**
- 16.2 Cllr Lawson gave his apologies for the next meeting. **Action Clerk**

17. **Finance**

17.1 Payments

The following payments were proposed by Cllr Williams, seconded by Cllr Cobb, all in favour. **Action Clerk**

17.1.1	Exbourne Village Hall: room hire	£40.00
17.1.2	Yewtopia: lengthsman works	£450.00
17.1.3	The Burrow: NP Printing and stationery	£217.02
17.1.4	The Burrow: NP photocopies	£54.40
17.1.5	The Burrow: NP room hire	£15.00

17.2 Receipts

1st Precept of £2,663.00 was received into the account on 19th April 2017 in addition to £4,830.00 from Groundwork UK. The Clerk informed Councillors that a VAT Claim had been applied for the sum of £504.30.

17.3 Review of the Bank Balance


Bank Balance as of 8th May 2017 statement was £17,546.94. Outstanding payments amount to £776.42 giving the parish an actual balance of £16,770.52

- 18 **Date of Next Meeting** – Councillors confirmed the date of the next meeting of the Council would take place on Wednesday 28th June in the Village Hall, Exbourne at 8pm. Cllr Blakeman

SFB

mentioned the next Northern Links meeting will be held on 29<sup>th</sup> June 2017 in the Village Hall,  
Exbourne at 7:30pm.

**With no further business, the meeting closed at 9:40pm**

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

NAME: ..... S. BLAKENHAM ..... DATE: 28 June 2017 .....