

Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on Wednesday 30th March 2016 at 20.00 in the The Village Hall, Exbourne.

130. Those present

Cllr M. Luxton (Chairman)
Cllr. Mrs. R. Williams (Vice-chairman)
Cllr S. Blakeman
Cllr U. Lawson
Cllr B. Cobb
Cllr T. Foster
Cllr A. Hedley

There were 9 members of the public present.

The chairman asked if any members wished to address the council on issues other than the planning applications that were being discussed this evening. No-one wished to address the council.

The clerk was a little late arriving to the meeting and she apologised to the council.

131. Apologies for absence – there were none

132. Declarations of interest – Cllr Hedley declared an interest in items 8.1 and 8.2 (minute refs 138.1 and 138.2)because he is a neighbour and in item 5.4 (minute ref 135.4) because he is the project leader of the Neighbourhood Plan Group.

133. Minutes of the last meeting

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

134. Matters arising from the last meeting

134.1 Report by Borough Councillors – neither of the Borough Councillors were present. The clerk had not heard from either of them, but stated an email may have come in since she was on the computer. An email had been sent from Cllr Samuels explaining that both she and Cllr Watts were away and unable to attend the meeting.

134.2 Neighbourhood Plan update

Cllr Hedley had sent a draft budget and Locality grant application to the council in advance of the meeting for their consideration and approval. The draft budget set out anticipated costs totalling £8,994.70 for the entire Neighbourhood Plan process, which Cllr Hedley explained did not exceed the amount of Government funding currently available. The initial Locality grant application was for the 6 month period from 15 May to 14 November 2016 and was for an amount totalling £6,950.22. Cllr Hedley explained that this would cover the costs of holding a community consultation event planned for September this year, including the estimated costs of Devon Communities Together hosting the day. A significant portion of

the costs were expected to arise in relation to the use of a planning consultant, Stuart Todd Associates, for providing expert advice in relation to evidence base work and writing planning policy. Cllr Blakeman asked whether any references concerning Stuart Todd Associates had been obtained. Cllr Hedley explained that the firm is being used by some other Neighbourhood Plan groups in West Devon and he had received positive feedback from a number of the Project Leaders. There were no other questions so Cllr Hedley said he would proceed with submitting the Locality Grant application.

Cllr Hedley asked if it would be beneficial to have another account for the Neighbourhood Plan. The clerk stated advice had been sought from DALC and they had advised that as long as a separate line appears in the accounts to show the money coming in/going out then that would be fine.

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

Cllr Williams reported that though the clerk is now in possession of the equipment the clerk has recently had family bereavements and things are not up and running yet. Cllr Williams will liaise with the clerk.

134.4 Cutting of grass and clearing of car park at Little Ellicroft Meadow – Cllr Cobb informed the council that the grass has been cut, but it is too wet to clear the car park. The contractors, who were carrying out the repairs to the church have cleared all their equipment.

134.5 Report on Northern Links meeting held on 10th March – POLICE – new sergeant is the unit Beat Manager. He has Tavistock in his area. There has been some police presence in the village clearing the vehicles in front of the school, which has proved effective for a short time.

FIRE OFFICER – promoting fire alarms and safety. They will carry out a free survey and fit any equipment needed. A discussion was had about their policy with thatched properties. A lady from DCC was present. She was very supportive of the road engineers. A discussion was had about the problems with the highways (particularly potholes). It is hoped that at the next links meeting there will be a senior highways person present to answer questions.

TAP funding – there were some funding proposals put forward at the meeting. One of them was a request (supported by Sampford Courtenay Parish Council) from Exbourne Village Hall for £4700 to help with heating. The application was successful.

Cllr Williams stated that insulation has been added above the kitchen area and the new heating should be installed next week.

134.6 Queens Birthday Beacon – April 21st 2016.

The clerk has now heard from Kris Flanagan, Secretary to playing field committee. The committee are happy to have a celebration at the playing field. They would be covered for a beacon with their insurance (the clerk has, therefore, not contacted the parish council's insurers). They would like to have a BBQ and do some fundraising. They wish to know if the council has a beacon and anyone willing to build it. Their insurance company has suggested carrying out a risk assessment.

The chairman stated he was thinking more of a bonfire rather than a beacon. Cllr Foster stated he would liaise with the playing fields committee. The chairman stated that Paul Ankcorn had expressed an interest in helping and Mike Brend could probably assist with obtaining wood. Cllr Foster to meet with Paul Ankcorn.

134.7 Pension Provision for the clerk – the clerk has received her letter code to enable her to go online and register, but she needs to provide a contact. Should she give the chairman's details and then when he steps down alter it or provide someone else's? It was agreed that she should give them the vice-chairman's (Cllr Mrs R. Williams) details.

134.8 Arrange Clerk's Annual Review – Cllr Williams will arrange and it will be discussed at the next meeting.

The chairman stated he was going to move forward items 8.1/8.2.

Cllr Hedley declared an interest in the next item and took no part in the discussion.

138.1 Applic No. 0552/16/FUI Town Living Farm, Exbourne – conversion of historic farm buildings into three dwellings. Discuss at meeting.

The clerk informed the council that four letters have been received and it is understood that there are more on the website.

The chairman invited the applicant to address the meeting. Mr. O'Connor stated comments have been made about the accuracy of the bat survey. He is quite happy for another survey to be done.

He also stated that he could offer more area for parking. Highways have stated that they are happy with the access. He wished to point out that though the house is listed it has never been a Devon longhouse. When WDBC visited the site they felt that there was the potential for five dwellings on the site – he has only applied for three. There is an increase in the ridge height of unit 1. The use of small windows was also commented on.

Generally people have no objection to the conversion of the buildings, but have concerns with parking and the number of dwellings. He felt that Exbourne was in need of smaller homes rather than large dwellings.

The clerk read out the four letters of objection.

Main concerns traffic, car parking, loss of light due to the increase in the height of the roof on unit 1 and the general feeling that three dwellings are too many.

The chairman then invited comments from the councillors. Cllr Blakeman felt that the parking in front of the dwellings was inappropriate. The issues with fenestration could be addressed with consultation with the Conservation Officer.

Cllr Foster felt it was a good way of using what was there, but felt the drawings do need looking at and address concerns raised by neighbours.

The chairman supported the courtyard effect, but felt it would be better if the vehicles were not parked there. He has no objections to the farm buildings being developed, but felt that things could be improved.

Cllr Blakeman proposed that the council submits a neutral view. The council supports the principle of developing these buildings into dwellings, but would suggest that the parking is excluded from the front courtyard. There are aspects connected to the fenestration, which could be improved with consultation between the applicant and the Conservation Officer.

Concerns have also been expressed about the raising of the roofline on unit 1 and the possible loss of light for neighbouring properties (perhaps a study into daylight levels would resolve these issues). There was division between council members about whether this application for three dwellings is appropriate or whether an alternative application for two dwellings with garaging would address many concerns regarding parking and traffic.

138.2 Applic no. 0553/16/LBC Town Living Farm, Exbourne – Listed Building Consent for conversion of historic farm buildings into three dwellings. Discuss at meeting.
See above.

Eight members of the public left the meeting.

135. New Items

135.1 Review List of Assets – the list of assets has been circulated to everyone. The information regarding the computer and I.T. now requires updating. The clerk will also add this to the insurance.

135.2 Review Standing Orders – these have been circulated to all Cllrs. There are no amendments to be made.

135.3 Review Financial Regulations - these have been circulated to all Cllrs. There are no amendments to be made.

135.4 Request from the Neighbourhood Plan Group for the parish council to continue funding the hire of the hall and printing costs until grant funding is obtained.

Cllr Hedley estimated that there would probably be a requirement for the parish council to fund the hire of the hall up until June 2016. Printing costs are not known, but shouldn't be excessive. Cllr Blakeman proposed that the parish council funds these costs until grant funding is obtained. This was seconded by Cllr Williams and agreed by all.

135.5 TAP Funding – the chairman stated there was still the sum of £400 to be spent on Highways Lengthsman. He proposed that the same gentleman be used as before and get this money spent. This was unanimously agreed.

Cllr Williams mentioned the road towards Honeychurch (just by the bridge) the concrete channels are clogged up. The clerk was asked to contact Ben Pell and the chairman will create a list of jobs. If councillors know of sites that require attention then let him know.

136. Matters arising from circulated correspondence (info only)

There was none.

137. Parish Paths Partnership (P3)

As reported under finance the council has received the sum of £100 from P3.

138 Planning

138.1 Applic No. 0552/16/FUI Town Living Farm, Exbourne – conversion of historic farm buildings into three dwellings. Discuss at meeting.

Discussed earlier in the meeting.

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138.2 Applic no. 0553/16/LBC Town Living Farm, Exbourne – Listed Building Consent for conversion of historic farm buildings into three dwellings. Discuss at meeting.

Discussed earlier in the meeting.

138.3 Applic No. 0570/16/HHO 10 The Village, Jacobstowe – householder application for a proposed side and rear extension with one new opening to first floor, removal of 1960s porch and door and replace with a window and conversion of existing kitchen to bathroom with no physical alterations to structure. Discuss at meeting.

The clerk informed the council that this application had not been received. Comments are due by April 2nd. She was asked to contact WDBC to see if the council could get an extension and the plans to discuss it.

138.4 Applic No. 0571/16/LBC 10 The Village, Jacobstowe – Listed Building Consent (as above). Discuss at meeting.

See above.

138.5 Applic no. 00987/2015 Land at Ngr SX 590990, Okehampton – full application for erection of new agricultural livestock building and siting of a temporary agricultural workers dwelling. Granted conditional consent.

138.6 Applic No. 0295/16/LBC Rose Cottage, Jacobstowe – listed building consent for construction of unstable chimney breast to east gable and chimney over and removal of temporary shoring. Granted conditional consent.

138.7 Applic No. 00579/2015 Land to rear of Copper Beeches, Exbourne – outline application with all matters reserved for 10 dwellings. This application had gone to appeal and had been dismissed (refused).

139. Finance

139.1 Received P3 Grant - £100

139.2 Invoice from village hall for hire of hall for council meetings - £75.

139.3 Invoice from village hall for hire of hall for Neighbourhood Plan meetings - £75

139.4 Re-imburement of cost of refreshments for Northern Links meeting (agreed up to £10). This has been resolved – no claim will be made to the parish council.

139.5 Details of balance at bank – as at 3rd March the balance in the bank account was £11,912.74. There is the hire of the hall for Oct/Nov/Jan/Feb/March totalling £75, hire of the hall for Neighbourhood Plan meetings also £75 and two outstanding cheques each totalling £25. This brings the balance down to £11712.74. There are clerks wages and expenses outstanding to year end for £350.96 this reduces the balance to £11361.78. The

council has received the P3 grant for £100, which brings the balance to **£11,461.78**. There are still the sums of £400 for Highways Lengthsman and Village Hall wi-fi committed, but not yet spent.

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The clerk asked the council if two signatories could sign a letter asking the bank for a copy bank statement showing the balance as at 31st March to enable her to commence the years accounts. This was agreed and two signatories signed the letter.

140. Matters at the discretion of the Chairman

140.1 Cllr Hedley informed the council that plastic windows have been installed at Court Barton and he felt the council should take some form of action. Cllr Blakeman informed him that they are able to install plastic windows. Cllr Hedley withdrew the complaint.

140.2 Cllr Hedley stated he had been contacted by an irate parishioner complaining about the parking outside the shop. Cars are parking on the pavement. Is there some form of enforcement that can take place please? The clerk will email the PCSO. Cllr Williams also mentioned a vehicle parked outside the cottage by the pub.

140.3 Cllr Williams mentioned the number of potholes along Holebrook Lane (junction with Blenheim Lane out to the main road). As many people as possible go on the DCC website and report the potholes.

140.4 The chairman stated an email has been received from Mr. Brady raising concerns about developments at Meadow View Farm. This has been raised with enforcement before and it was established that a mobile home could be there whilst building work was being done. It was agreed that the clerk should contact enforcement and seek a review of the situation.

The next council meetings are:

Wednesday 27th April 2016 at 8.00 p.m. – venue Exbourne Village Hall

Wednesday 25th May 2016 at 7.30 p.m. – venue Exbourne Village Hall

(The May meeting will include the Annual Parish Meeting and Annual Council Meeting)

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

Wednesday 27th July 2016 at 8.00 p.m. – venue The Vestry of St James Church Jacobstowe.

(Time subject to change depending on whether there is a speaker)

The chairman closed the meeting at 9.50 p.m.