

EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

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Minutes of the Parish Council Meeting held on Tuesday 28th January 2020
at 8:00pm in the Village Hall, Exbourne

Councillors Present: Steve Blakeman (Chair), Adam Hedley (Vice Chair), John Guy, Dave Stuart,
Ian St John and Borough Councillor Lois Samuel

In Attendance: Zena Tett (Clerk) and 3 members of the public

97. Welcome

Cllr Blakeman, Chairman of the Parish Council welcomed everyone to the meeting.

98. Apologies for Absence

Cllrs Cobb and Lawson sent their apologies.

99. Minutes of the Last Meeting

The minutes of the meeting held on 26th November 2019 were agreed and signed as a true record: proposed by Cllr Stuart, seconded by Cllr St John, all in favour.

100. Declarations of Interest

There were none at this time.

101. Public Speaking Time

101.1 A parishioner asked if the Parish Council had received a response from the school regarding the issue of parking in the village: Cllr Blakeman advised this item would be discussed in 104.2. This parishioner also raised concerns over the state of the village notice board. Finally, she wished to register her disappointment that no representative from the Parish Council attended a meeting regarding the questionnaire that had been distributed about the church. Cllr Blakeman said he had not personally been aware of the meeting.

101.2 Another parishioner advised the meeting she had always understood that the playing field was for the use of the entire parish and not just the school. At one time Exbourne had football and cricket teams. She stated that the Joint Local Plan states that LPA's are obliged to consult with Sport England with regard to the provision of new playing pitches/sports facilities or development affecting playing field land. She went on to say that the Neighbourhood Plan Group did not designate the playing field as a local green space for 2 reasons; firstly, because certain desired development might be prohibited and secondly because it is already protected via various provisions in the NPPF and the Joint Local Plan. Finally, she asked if the Parish Council had seen minutes or accounts from the playing field committee in recent times and why they did not seem to be produced anymore. Cllr Blakeman said there is still a small committee for the playing field and there was a question some time ago as to whether to transfer responsibility of the playing field to the school but that was rejected. There was further discussion at item 104.2.

101.3 The P3 Coordinator reported he had walked all the footpaths and he said they are extremely muddy, however, not much work needs to be carried out on them apart from some strimming. There is a gate and a stile that needs repairing. He will forward completed forms to the Clerk.

102. Borough Councillor Report

Borough Councillor Lois Samuel reported West Devon Borough Council (WDBC), along with many councils across the UK, has declared a climate emergency. As a result, the council has developed an action plan which starts to address what needs to be achieved to reduce carbon emissions to net zero by 2050. She explained WDBC has joined the Devon Low Carbon Energy & Transport Technology Innovator Project, which is a partnership with

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other local authorities and being led by Devon County Council to install electric vehicle charging points in the council owned car parks, subject to surveys being carried out. She informed us it had been agreed by "HUB" earlier today to go ahead with Phase 1, which would install an electric point in the Bedford car park in Tavistock and Mill Road Okehampton car park. If this is successful other potential areas would include Chagford, Hatherleigh, Market Street Okehampton and Abbey car park in Tavistock.

Cllr Samuel also reported that budgets for 20/21 were reviewed earlier today and it is currently showing a balanced budget. They are looking at a budget gap of £415,663 for 21/22 rising to nearly £1.5m by 24/25, so they still have a considerable way to go with either savings or generating income. More details about the budgets can be found on the WDBC website.

She also advised the meeting that In a few weeks' time WDBC will be operating a 3 weekly waste trial in some areas across the Borough. They will be targeting up to 1000 houses within the Okehampton, Tavistock and Bridestow area. One of the main reasons for this trial is to encourage households to increase their recycling. If this is successful then a paper will be brought to council to roll out across the rest of the Borough.

Just before Christmas, the Chief Executive announced she will be leaving on the 13th March so they are currently searching for their new Chief Executive. They have engaged Fairfield, an executive recruitment business, to help find suitable candidates and interviews will be taking place in the middle of March.

103. **Matters Arising**

103.1 Neighbourhood Plan

Cllr Hedley reported the Neighbourhood Plan Group had received the draft site options and assessment report and housing needs assessment report from AECOM. The Group will discuss the review procedure at their next meeting. Cllr Hedley also advised the meeting that the NP Group had been approached by a firm who carries out parish green infrastructure studies and he would be suggesting the Group arrange a meeting with them.

103.2 Maintenance of Parish Assets

Cllr Blakeman reported that he will carry out inspections on the notice board and other items that require attention.

103.3 Devon Air Ambulance

Cllr Blakeman reported he has spoken with Toby Russell from the Devon Air Ambulance Trust regarding funding and that we are now in a position to submit our planning application. Toby Russell will be forwarding details of the mast and the light which can accompany the application. Cllr Blakeman advised Councillors that the application would cost £117 which would cover the mast and the car parking and he will submit the application if Councillors approve. Cllr Guy proposed this application should be made and this was seconded by Cllr Stuart, all in favour.

Action Cllr Blakeman

103.4 Village Hall Funding

This item is now closed.

103.5 Code of Conduct

The Clerk explained that there were some differences between the Parish Council's current Code of Conduct and the latest standard code of conduct advised by the National Association for Local Councils (NALC). The NALC copy states that Councillors who have a conflict of interest in certain matters including land ownership, cannot speak at a Parish Council meeting. The Clerk was asked to email a copy of the NALC Code of Conduct to Parish Councillors for review so that they could consider whether to adopt it at the next meeting. **Action Clerk**

103.6 School Parking

A question had been raised previously by a parishioner about school parking on the High Street near Rookery cottages making it difficult for people to pass. The Parish Council have received a reply from the school saying they will ask parents and staff to ensure that they are parking safely and sensibly at all times. After some discussion the Clerk was asked to contact the Head Teacher at the School with a view to making an appointment for Cllrs Samuel and St John to perhaps attend a future governor's meeting so that they could discuss school parking further. **Action Clerk**

104. **New Items**

104.1 The Clerk

Cllr Blakeman reported the Clerk has handed in her resignation and is due to leave at the end of March 2020. The Clerk has been asked to put the approved vacancy

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notice in the Parish Pump, the Devon Association for Local Councils website, the village notice boards and also to email local Clerks. **Action Clerk**

104.2 School Playing Field

Having received an email from a parishioner stating that there appeared to be no governance over the playing field, Cllr Hedley suggested the Parish Council should try to have a closer relationship with the playing field committee in order to understand the position. Further discussion resulted in Cllr Guy agreeing to liaise with the committee and to obtain a copy of any legal documentation in respect of the playing field's transfer for the village's benefit. **Action Cllr Guy**

104.3 Conservation Area Appraisal by Parishioner

Cllr Blakeman informed the meeting that a parishioner had carried out substantial work on preparing a conservation appraisal of the village and has asked the Parish Council if they would like to put it forward to WDBC to see if the appraisal could be adopted by the Parish Council. He will come to the next meeting to give a presentation on this subject.

105. Planning

105.1 3559/19/HHO

Ruddle House for householder application for repositioning of chimney stack.

Comments: The Parish Council would prefer to see the chimney rebuilt with similar brick detailing and materials as existing.

Decision: Neutral

Proposed by Cllr Hedley, seconded by Cllr Stuart, all in favour. **Action Clerk**

105.2 Additional Applications

There was one additional application made prior to this meeting.

105.2.1 0100/20/TCA

Hayfield House for T1 and T2 to allow for new property and extension to existing property to be built.

Comments: This item was deferred until the next meeting, to give members of the public more time to comment.

106. Clerks Report

106.1 Correspondence

The correspondence listed below was reviewed and any comments were noted.

106.1.1 Citizens Advice Bureau: thank you letter for the donation by this Parish Council

106.1.2 WDBC: results of the Poll taken on Thursday 12th December 2019

106.1.3 Okehampton Town Council: invite for the Chairman to attend the Annual Civic Dinner.

106.1.4 Okehampton Town Council: invite for Councillors to visit the Waitrose facility in Okehampton to see how they are dealing with their waste.

106.1.5 Highways: temporary prohibition of through traffic and parking

106.1.6 Letter from The Burrow: re dropped kerb – the Clerk was asked to write to The Burrow suggesting they are better placed to deal with this issue and suggest they prepare a notice for the Parish Pump. In the meantime the Clerk should write to Highways to see if they can be of any assistance. **Action Clerk**

106.2 Register of Interests

In the absence of Cllr Lawson, this item was deferred until the next meeting.

107. Councillors Reports and Items for Future Agenda

107.1 Cllr Hedley asked the Clerk to bring some petty cash to meetings in order to feed the meter to heat the hall.

107.2 Cllr Hedley asked if someone from Highways could look at the village sign. **Action Clerk**

107.3 The Clerk was asked to see if there was a standard Employment Contract with NALC. **Action Clerk**

108. Finance

108.1 The following payments were agreed: proposed by Cllr Blakeman, seconded by Cllr Stuart, all in favour. **Action Clerk**

108.1.1 Clerks Expenses £52.00

108.1.2 The Burrow: NP photocopying £59.84

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108.2 Bank Balance Review

The balance in the Parish Council Account on 15th January 2020 was £14,752.57. There are outstanding transactions which amount to £111.84, giving the parish an actual balance of £14,640.73 once these payments have gone through.

108.3 Budget

Councillors discussed the budget put forward by the Finance Committee and agreed a precept of £6,369 which will result in a band D Council Tax charge for 2020/21 of £29.11. After allowing for an increased tax base and reduced support grant, this represents a 20.63% increase compared to 2019/20.

It should be noted that the following matters, which impact the Council tax charge, are beyond our control:

The tax base (calculated by WDBC and based on the number of band D equivalent properties) is set at 218.80 (compared to 216.56 in the present financial year).

There is no longer any Council Tax Benefits Support Grant, which was worth £146 in 2019/20.

Cllr Blakeman proposed the Parish Council goes ahead with the agreed 2020/21 budget, this was seconded by Cllr St John, all in favour. **Action Clerk**

Cllr Stuart volunteered to join the Finance Committee

109. **Date of Next Meeting:** Councillors confirmed the next meeting of the Council will take place on Tuesday 25th February 2020 in the The Village Hall, Exbourne at 8pm.

With no further business, the meeting closed at 9:57pm

SIGNED AS A TRUE RECORD: S Blakeman (Chair)

NAME: S BLAKEMAN DATE: 25/2/2020