

EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

A meeting of Exbourne with Jacobstowe Parish Council was held on:
Wednesday 25th January 2017 at 8:00pm in the Village Hall, Exbourne

Councillors Present: Steve Blakeman (Chair), Adam Hedley (Vice Chair), Brian Cobb, Ulrik Lawson, Rose Williams and Elizabeth Batson and District Councillor Lois Samuel

Parish Clerk: Zena Tett

Also in attendance: 2 members of the public

Business to be Transacted

85. **Apologies:** Councillor Trevor Foster, County Councillor Louise Watts
86. **Welcome:** Cllr Blakeman welcomed everyone to the meeting.
87. **Minutes from the last meeting:** held on Wednesday 30th November 2016 were agreed and signed as a true record. Proposed by Cllr Williams and seconded by Cllr Hedley.
88. **Declarations of Interest:** Cllr Hedley: The Burrow cheques and Cllr Blakeman: The Burrow cheques.
89. **Public Speaking Time:**
 - a) Robert Cleveland explained the necessity for a supervisory dwelling at Shilstone Farm Nursery, Item 93.b. The main concerns raised by Councillors were the use of the gateway and the intended position of the house. Mr Cleveland explained that although they have a right of way they would not be using the gateway as their main access. Cllr Hedley asked for the location to be properly considered as Councillors felt strongly that it should be sited close to the buildings already there.
90. **Matters Arising:**
 - a) Report by Borough Councillor
The WDBC website was discussed and hopefully improvements will be in place relatively shortly. Cllr Samuel also mentioned that if Officers do not respond to Councillors emails within a reasonable period of time could they forward them to her for follow up.
 - b) Neighbourhood Plan Update
Cllr Hedley explained that the Neighbourhood Plan Group ('NPG') had been working with the Affordable Housing Officer at West Devon Borough Council to clarify a few matters in the initial draft of the Housing Needs Survey Report, which had now been finalised and forwarded to the rest of the Parish Council. The report would be made publicly available on the Neighbourhood Plan website (np.exbournewithjacobstowe.org.uk).
Cllr Hedley explained it was becoming clear that forming a Community Land Trust ('CLT') might be the most effective way of delivering the community's affordable housing requirements without a large development. This is a non-profit organisation run by members of the community that develops and stewards

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affordable housing. It could also manage other community assets such as a parking facility. Cllr Hedley explained that CLT's are typically run by volunteers, with at least some Parish Council involvement. The Chairman was aware of CLT's and agreed that the Parish Council should take a lead in any such initiative, other Council members agreed. Cllr Hedley explained he was intending to arrange a meeting with an organisation that supports communities wanting to establish CLT's in the South West and would ensure Parish Council involvement.

Cllr Hedley reported that the NPG had now completed a first draft of the evidence base report and had received some positive feedback from the planning consultant, Stuart Todd. There is some follow up work to do and the key questions and messages from this report will then form the basis for the material that will be presented at the Community Consultation Day on 6th May 2017.

Cllr Hedley explained that the Community Consultation Day will be publicised in a fortnightly newsletter informing the community of some of the key questions and messages in advance so they have time to give the issues proper consideration. He sought the Council's approval to spend up to £200 of the budget that was set aside for the Neighbourhood Plan in 2016/17 towards the costs of producing the newsletters. Proposed by Cllr Williams, seconded by Cllr Batson all in favour.

Cllr Hedley also explained that he was intending to apply for a second round of grant funding to cover the Community Consultation Day and follow up work. He would aim to prepare a draft grant application for the Council's review in advance of the next meeting.

c) Lengthsman Work

Cllr Williams has received a quote for the Lengthsman Work – all areas previously discussed are included in the quote apart from one stretch in Jacobstowe which has already been completed. Cllr Williams asked the PC to permit further works to be carried out as required if they were deemed necessary. Clerk to check the deadline date of the TAP Fund. Proposed by Cllr Cobb and seconded by Cllr Lawson, all in favour. **Action Cllr Williams and Clerk**

91. New Items

a) Snow Warden

The Neighbourhood Highways Team are currently updating their Snow Warden list for West Devon. The chief responsibility as a Snow Warden is acting as the main contact between the community and Devon County Council. Wardens are typically trained in advance of their duties explaining any trials and tribulations they may encounter. They are responsible for requesting salt bags for roads off the gritting network and also grit bins where the roads meet certain criteria. Councillors did not feel the need for a Snow Warden at this time.

b) How can the Parish Council improve its performance

Cllr Blakeman proposed sending out a flyer to Villagers asking for suggestions on how the Parish Council can help improve the Village. **Action Cllr Blakeman**

The Clerk was asked to remove the old website and put new meeting dates on Website. **Action Clerk**

c) Public Participation Notification

Councillors voted on whether to apply the following paragraph to future Agenda's; *"Residents are invited to give their views and question the Parish Council on issues on this Agenda or raise issues for future consideration, at the discretion of the Chairman, during the Public Participation section of the Parish Council meeting. Members of*

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the public may not take part in the Parish Council meeting itself." This was proposed by Cllr Williams, seconded by Cllr Hedley and all in favour. **Action Clerk**

92. Clerks Report

a) Correspondence

The Clerk had distributed various items of correspondence since the last meeting. Items highlighted were:

- Highway Community Enhancement Fund.
- Link Meeting dates.
- Notification of 2017 Register of Electors is now available.
- Mayoral Award Scheme Nominations. Chap who did the fund raising for defib

b) Training

- The Clerk asked to attend a Preparing for Audit course on 21st March 2017. Course costs would be £25.00 plus VAT to be shared with 3 other Parish Councils. Proposed by Cllr Hedley and seconded by Cllr Williams and all in favour. **Action Clerk.**
- The Clerk provided further dates for Cllr Batson to attend Councillor training. Cllr Batson to liaise with Clerk to book a date. **Action Clerk**

93. Planning

a) Coombe House: 3697/16/HHO

Householder application for two story rear extension.

Decision: The Parish Council supports this application, however, would request that a single material is used for the finishes of the external walls. In addition, Councillors are concerned that the plans don't show the Orchard as being a separate parcel of land and is designated as an important open space within the conservation area. Proposed by Cllr Lawson, seconded by Cllr Cobb, all in favour. **Action Clerk**

b) Shilstone Farm: 4114/16/FUL

Outline planning permission to build a supervisory dwelling on Farm.

Decision: Support additional dwelling provided there is a proven agricultural or horticultural need. Proposed by Cllr Batson, seconded by Cllr Williams, all in favour. **Action Clerk**

c) Barn at Niasas Farm: 0005/16/PDM

Application for prior approval of proposed change of use of agricultural building to dwelling house Class C3) and associated operational development.

Decision: Support. Proposed by Cllr Lawson, Cllr Cobb, all in favour. **Action Clerk**

d) Risdon Farm: 4058/16/FUL

Installation of a 13.2kw ground mounted photovoltaic array.

Decision: Object because the PC feels it represents industrialisation of agricultural land. Proposed by Cllr Batson, seconded by Cllr Lawson, motion carried. **Action Clerk**

e) Froggyport: 4073/16/HHO

Householder application for erection of two story side/rear extension.

Decision: Deferred to the next meeting due to lack of paperwork available. Clerk to obtain drawings. **Action Clerk**

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- f) Froggyport: 4074/16/LBC
Listed building consent for erection of two story side/rear extension.
Decision: Deferred to the next meeting due to lack of paperwork available. Clerk to obtain drawings. **Action Clerk**

Fir House: 0149/17/TCA

T1: Conifer – Fell

Decision: Support. Proposed by Cllr Batson, seconded by Cllr Cobb, motion carried.

Action Clerk

94. Finance

a) Payments

- i. £15.00 The Burrow NP Room Hire
- ii. £119.84 Clerks Expenses
- iii. £30.00 The Burrow NP Room Hire

b) Details of Balance at Bank

Bank Balance as of 13th January 2017 statement was £12,045.21. Three cheques were cleared during the period 15th December 2016 to 13th January 2017 amounting to £5,423.95. There are three new cheques which total £164.84 and no payments outstanding giving the parish an actual balance of £11,880.37 when these payments have cleared.

c) Budget

The Finance Working Group proposed funding requirements for 2017/18. The budget was considered in the context of the following items beyond the Parish Councils' control:

- The tax base (calculated by WDBC and based on the number of band D equivalent properties) is set at 220.81 (compared to 212.96 in the present financial year).
- The Government has reduced its Council Tax Benefits Support Grant to WDBC, which has been passed on to Parish Councils, meaning our share of this grant has reduced by £17 to £175 in 2017/18.

The proposed funding requirement of £5,151 (£5,087 in 2016/17) will be met by a precept of £4,976 and a Council Tax support grant allocation of £175. As a result, the band D Council Tax charge for 2017/18 will be £22.54 which, allowing for an increased tax base but reduced support grant, represents a 1.98% reduction compared to 2016/17.

The Budget was proposed by Cllr Williams, seconded by Cllr Lawson, all in favour. The precept forms will be completed and sent to WDBC. **Action Clerk**

95. Matters at the discretion of the Chairman

- Cllr Cobb asked for Little Ellicott Meadow as a possible Air Ambulance landing site be considered at the next meeting. **Action Clerk**

With no further business the meeting closed at 21:45pm

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

NAME: S. BLAKEMAN / DATE: 22 Feb 2017

Next meeting: The Village Hall, Exbourne on Wednesday 22nd February 2017 at 7:30pm