

**Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on  
Wednesday 27<sup>th</sup> May 2015 at 19.50 in the The Village Hall, Exbourne.**

**20. Those present**

**Cllr M. Luxton (Chairman)**  
**Cllr S. Blakeman**  
**Cllr Mrs. R. Williams**  
**Cllr U. Lawson**  
**Cllr T. Foster**  
**Cllr A. Hedley**

**There was one member of the public present.**  
**Cllr Lois Samuel, Borough Councillor for the Exbourne Ward, was present.**

**21. Apologies for absence –** Cllr Cobb owing to work commitments. The apology was accepted.

Before the meeting started the Chairman invited the member of the public to address the council.

The member of the public had written a letter to the council in response to their submission to the 'Our Plan' consultation. She was concerned that the council had suggested the field adjacent to the church (designated as an open space) opposite Court Barton might be an appropriate site to be considered for development. She pointed out that these 'Open Spaces' serve an important role in regulating water and preventing surface flooding and to build on it would increase the likelihood of flooding events. She felt a better use for this ground would be as a graveyard. As the village expands there will be a need for more burial space.

The chairman thanked her for her letter and stated he agreed with some of the points raised in the letter. Just because the council has suggested this site does not mean that it will be built on in the future as normal planning procedures would need to be followed. She was advised to send her letter to Debbie Bird at WDBC. The clerk to forward the letter on to Cllr Samuel.

The member of the public also raised the issue of parking and has noticed the difference during half term. During term time cars are parked all around her property.

**22. Declarations of interest –** Cllr Blakeman declared a personal and prejudicial interest in the application at Old Rectory, Exbourne.

**23. Minutes of the last meeting –** Cllr Blakeman proposed that the minutes be signed as a correct record. This was seconded by Cllr Williams. The chairman then signed the minutes.

## **24. Matters arising from the last meeting**

**24.1 Report by Borough Councillor Lois Samuel** – Cllr Samuel expressed her apologies for not attending the Neighbourhood Plan meeting.

She informed the council that she is a member of the Health and Wellbeing Committee and Cllr Watts is on the Audit Committee.

**24.2 Report on Enforcement Cases** – the chairman explained to Cllr Samuels that the parish council received a list of enforcement cases from WDBC, but there is no update on how the case is progressing or the outcome of enforcement. Sometimes cases just disappear off the list and the parish council do not know why. Cllr Samuel has received the same request from another parish council so will endeavour to get a response from WDBC.

### **24.3 Approve Section 1 – Accounting Statements 2014/15 of the Annual Return.**

A copy has been circulated to all Cllrs. It was proposed by Cllr Blakeman that this section be signed by the Chairman and Responsible Financial Officer (a.k.a the clerk). It was duly signed.

### **24.4 Approve Section 2 – Annual Governance Statement 2014/15 of the Annual Return**

This has also been circulated to all Cllrs. The council considered each of the 8 statements and responded with a yes. Cllr Blakeman proposed that this section be signed by the Chairman and Clerk. It was duly signed.

### **24.5 Cutting of grass and clearing of car park at Little Ellicroft Meadow**

Cllr Cobb was not present. The clerk did state she had contacted Rod Lane regarding the gate to Little Ellicroft Meadow being closed and he had responded stating that the gate is kept closed, but there are times when the last person out does not know the routine. He pointed out that villagers close it when they see it open and commented that perhaps the two councillors could do the same.

### **24.6 Underground cables an a residents response to Our Plan**

The clerk contacted Western Power Distribution regarding the work in Duck Lane/Blenheim Lane. They had received a notice to quit on a pole at Town Living. They weren't able to arrange a wayleave elsewhere so some of the cable was placed underground.

The regulations relevant to the other part of the project are Electricity, Safety, Quality and Continuity Regulations (ESQCR). Where the cables are bare or unshrouded and are within 3 metres of a dwelling they have to take steps to remedy it. They can either shroud it (this does not look attractive) or they can put in a bundled conductor, which they have done. Or they can underground it.

They have more work to do in the future from The Burrow to the Garage and have until 2018 to do it.

Cllr Hedley stated where the telegraph pole has been removed DCC have now put the light on a bare metal pole and it is rumoured they are doing more up through Blenheim Lane. He feels the pole looks unsightly in a Conservation Area. The clerk will contact DCC and ascertain what is proposed.

The clerk to email Mr. Brady with these findings.

**24.7 Undertake annual Risk Assessment** – the clerk to email the chairman with last years plan and he will undertake this year's.

## **25. New Items**

**25.1 Advertise the Annual Parish Meeting** – the clerk apologised to the council and members of the public for the short notice given this year.

Telegraph Poles will not be used for advertising purposes.

Notice boards at Exbourne, Jacobstowe, village hall and The Burrow can be used and the hatherleigh.net website.

The clerk has spoken to Margaret Weeks and if she is sent a draft copy of the minutes she will send an extract to The Parish Pump. With the timings of the magazine and meetings the clerk will include the dates of the next two or three meetings at the end of the meetings so residents have a bit more notice.

**25.2 Council Communication** – the clerk had emailed 10 local councils and asked which forms of advertising they used for communicating with the public. Cllr Williams had collated the information and presented her findings.

Of the ten responses, 9 use at least one noticeboard, 6 use their parish newsletter, three have an exclusive website, and four use a community website, (one of these having both), one council uses Facebook. Exbourne with Jacobstowe Parish council does not see the need to use Facebook at this time, although it may be considered again in the future.

However, operating their own website could be a useful tool especially in light of the next agenda item and an email from Geoff Hodgkinson of hathereigh.net who has said the extra items he has to put on their website has increased their workload and a specific council website would be a good idea. He would still like to receive minutes/agendas.

Cllr Williams has looked at a website company who had put their information in with post sent to the parish council. Their websites are for Community organisations and are free. The only costs are for the domain name registration and its on-going use. Users can design their own pages and then add minutes, agendas and other required information as required. The company will do any design and maintenance for users and also add information, if required. All this at no cost. There is also a free support service.

Cllr Williams will investigate further and the clerk will investigate a company suggested by one of the respondents.

**25.3 Code of transparency for smaller councils** – smaller councils are now required to publish further information.

- a. Details of all expenditure over £100
- b. end of year accounts
- c. annual governance statement
- d. internal control report
- e. list of councillor or member responsibilities
- f. the details of public land and building assets
- g. minutes, agendas and meeting papers of formal meetings.

These need to be publicised by 1<sup>st</sup> July 2015 and then 1<sup>st</sup> July each year. Publication on a website which is publicly accessible and free of charge meets the requirements. Thus the formation of the parish councils own website would be a distinct advantage.

Regarding the publication of land assets the size is required. The clerk asked the council how large Little Ellicroft Meadow is. She was informed that it was approximately half an acre in size.

**25.4 Amend the mandate with Lloyds Bank** – now that Cllrs Weeks and Glanville have stepped down the signatory arrangements will need to be altered. The chairman will remain as a signatory and it was unanimously agreed that Cllrs Blakeman, Williams and Hedley be added. The clerk will get the form off the internet and begin the process of altering the signatories.

**25.5 Response to Our Plan – a response was submitted and is available on the notice boards and hatherleigh.net website.** As discussed at the beginning of the meeting a member of the public has made a response to this. Hopefully other residents have submitted their comments.

**25.6 Local Government Boundary Commission – Electoral Review of Devon: Draft Recommendations.** This was read out and placed in the circulation folder. Posters have been put up on the notice boards.

**26. Matters arising from circulated correspondence (info only)**

There was none.

**27. Parish Paths Partnership (P3)**

There is nothing to report.

**28. Planning**

**28.1 Applic No. 00458/2015 Land adjacent to Wood Close, High Street, Exbourne-outline application for residential development with all matters reserved. Discuss at meeting.**

A resident has submitted a comment to WDBC and sent a copy to the parish council. This was read out at the meeting.

The application was discussed. The council felt that the site was still suitable for development, but the developer should minimize the visual impact on neighbouring properties and also heed the nearby garage and ensure that any new dwellings are not affected by the close proximity of the garage (with regard to noise) as it is an important business for the village and surrounding area.

It was proposed by Cllr Blakeman that the application is supported, but the above comments made. This was seconded by Cllr Foster.

**28.1a Applic No. 00509/2015 Old Rectory, Exbourne – Works to trees in a Conservation Area for the removal of 7 Mature Western Red Cedar at Old Rectory, Exbourne and the replacement of these with Scots Pine, Oak and Fruit Trees.**

It was proposed by Cllr Lawson that this application be supported. This was seconded by Cllr Williams.

Cllr Blakeman abstained from the discussion.

**29. Finance**

**29.1 Invoice from My Business Centre for Internal Audit - £198.00**

Cllr Williams proposed that this invoice be paid. This was seconded by Cllr Blakeman.

**29.2 Invoice from Clerk for wages and expenses - £356.74**

Cllr Blakeman proposed that this be paid. This was seconded by Cllr Williams.

**29.3 The refund of VAT from HMRC has been received - £289.09**

**29.4 Details of balance at bank – the bank balance as at 7<sup>th</sup> May was £13,134.13.**

There are the cheques signed this evening for £198.00 and £356.74. The hire of the hall for April and two meetings in May (£45.00) to deduct. There are also outstanding cheques to deduct of £118.02 and £525.67. This brings the balance to **£11,890.70**.

There are still the sums of £400 for the lengthsman, £300 for wi-fi (both from TAP funds) and £500 towards the heating in the village hall allocated, but not yet spent.

**30. Matters at the discretion of the Chairman**

**30.1** The clerk asked if the new bench at North Road has been installed. She was informed that it has been and the old one has been disposed of. The clerk will remove the old bench from the assets list.

**30.2** The clerk informed the council the internal auditor, Fiona Rook, will be attending the June meeting.

**30.3** Cllr Lawson asked about Broadband speeds. It was mentioned to Borough Councillor Lois Samuel and the clerk requested to make it an agenda item for the next Northern Links committee meeting.

**30.4** Cllr Hedley informed the council that a Neighbourhood Plan Group has been formed. The parish council are the qualifying body for producing the plan and the application needs to go in the name of the parish council. Discussions will need to be held as the process progresses.

The first step is to contact WDBC and designate an area. He was informed that Exbourne and Jacobstowe are two separate parishes and as it was thought that the proposed development plans only affect Exbourne that should be the designated area (possibly the whole parish). Cllr Hedley stated he would follow up with WDBC to confirm this. Terms of Reference will also need to be produced. The group will also require funding, which is available from Central Government, but that will mainly cover consultants fees. Funds will

also be required for holding meetings, admin etc. He was advised to submit a formal application to the council and it will be considered at a meeting.

There is also the issue of a bank account – Cllr Hedley thought it might be possible for a separate account for the Neighbourhood Plan project to be set up in the name of the parish council so that VAT can be reclaimed on costs. The clerk will check with DALC.

**30.5** Cllr Blakeman stated the Village Hall committee have been given £500 to go towards new heating. They would now like to request the £500 to go towards external decoration. This will be an agenda item at the next meeting.

**30.6** Cllr Williams stated the positioning of the road signs warning of the work outside Jacobstowe Church pushes motorists out into the middle of the road right where the road narrows. Cllr Lawson will speak to the contractors.

The next council meetings are:

Wednesday 24<sup>th</sup> June 2015 at 8.00 p.m - Venue Exbourne Village Hall

Wednesday 29<sup>th</sup> July 2015 at 8.00 p.m. – Venue Exbourne Village Hall

Wednesday 26<sup>th</sup> August 2015 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 9.20 p.m.