

# EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

A meeting of Exbourne with Jacobstowe Parish Council was held on:  
Wednesday 26<sup>th</sup> October 2016 at 8:00pm in the Village Hall, Exbourne

**Councillors Present:** Steve Blakeman (Chair), Adam Hedley (Vice Chair), Brian Cobb, Trevor Foster and Elizabeth Batson

**Parish Clerk:** Zena Tett

**Also in attendance:** 1 member of the public

## Business to be Transacted

63. **Apologies:** Councillors Rose Williams, Lois Samuel, Ulrik Lawson and Louise Watts
64. **Welcome:** Cllr Blakeman welcomed everyone to the meeting.
65. **Minutes from the last meeting:** held on Wednesday 28<sup>th</sup> September 2016 were agreed and signed as a true record. Proposed by Cllr Batson and seconded by Cllr Foster.
66. **Declarations of Interest:** Councillor Blakeman 71.a) Planning, Cllr Hedley 72.a) Village Hall cheques
67. **Public Speaking Time:** The West View planning application had only been on the planning portal for 2 days giving members of the public insufficient time to review and comment. Clerk to E-mail WDBC reference Planning Portal. **Action Clerk**
68. **Matters Arising:**
  - a) Report by Borough Councillor  
Not present
  - b) Neighbourhood Plan Update  
Cllr Hedley has received a draft copy of the Housing Needs Survey report from West Devon Borough Council. The report concludes that a small development of a maximum of 10 houses or bungalows could adequately meet the needs of those aspiring to rent, own, or partly own their own home. This would include open market housing to cross-subsidise the affordable. Cllr Hedley promised to circulate the report when it had been finalised.

Cllr Hedley reported that he had submitted the Neighbourhood Plan Group's response to the "soft" consultation on the village sustainability assessment, which will be undertaken as part of the Joint Local Plan and is intended to help identify the number of new homes Exbourne will need to provide over the coming years. Cllr Hedley highlighted some concerns with the District Councils' approach and suggested a greater focus on environment, infrastructure and employment when determining sustainability, rather than simply the facilities a village has. It is understood that interim results of the assessment will be issued at the beginning of November, at such time the Parish will have an opportunity to make further comments.

The first grant period for the Neighbourhood Plan ends in November and, as there is insufficient planned spend to qualify for a grant during the next 6 months, Cllr Hedley does not intend to apply for the next grant until April 2017. As such, Cllr Hedley hoped



the Council would fund small amounts of administration expenditure until then. Clerk to ascertain whether the cheque has been cashed by Stuart Todd Associates and liaise with Cllr Hedley regarding accounts. **Action Clerk and Cllr Hedley**

c) Defibrillator

The Clerk read out an email received from Lorraine Aagaard. In summary, Joel Sawyer and Mrs Sawyer are meeting the Defibrillator Co-ordination group this week to discuss the position of the machine at the Burrow and arrange a formal handover meeting and training session. Mr Morris has offered to provide the electrical installation free of charge. It is worth noting, Mr Sawyer has worked tirelessly over the last two years to raise awareness of the necessity of this life saving device for the Village and with the help and kindness of the Ambulance Co-ordination team this is finally being realised.

d) TAP Funding

- i. Work to be carried out by a Lengthsman in 2016 was agreed as follows:
  - Old B3217 from bottom of Swanstone Hill to The Copse before Swanstone Cottage, also just beyond Coombe Park
  - Woodhall Lane from Farthingland X to the Bridge
  - Monkokehampston Road from Farthingland X to just prior to Coxhall Mill Farm
  - Holebrooke Lane from the junction with Blenheim Lane to the junction with A3072
  - Goldburn Road from the Village to the stream at the bottom of the hill
  - Cadham Road to just before Lower Cadham
  - Outside Avenue House
  - The area of North Piend
- ii. Other areas of consideration that were identified in need of work to rectify flooding:
  - Flooding on unclassified road, Exbourne to Broadwoodkelly
  - Flooding on C class road at Coombe Park
  - Additional areas of flooding along Holebrook Lane
  - Gutter cleaning to direct surface water into gulley traps in Blenheim Lane, Duck Lane and Stowe Lane
- iii. The Clerk was asked to determine what work the Lengthsman carried out previously by checking last year's invoice, check the Standing Orders to find out what the limits are for "going out to tender" and speak to other Clerks to discover who they use to carry out Lengthsman work. **Action Clerk**
- iv. Cllr Williams to prioritise the list in case there is not enough money to carry out all tasks. **Action Cllr Williams**
- v. The spend would be approximately £1,900.00 and all Councillors present agreed to this sum subject to tenders being received, proposed by Cllr Cobb and seconded by Cllr Foster. The Clerk was also asked to contact Devon County Council for advice on when they propose to clear the ditches and buddle holes in the area. **Action Clerk**

e) Little Ellicott Meadow Fence

Cllr Cobb informed the meeting the costs of repairing the fence would be approximately £300. Councillors agreed to go ahead provided they were notified of any significant changes to the quote. Proposed by Cllr Hedley and seconded by Cllr Foster

f) Clerks Contract

The contract for Parish Clerk and Responsible Finance Officer was finalised and agreed. Cllr Hedley to make amendments before forwarding to Clerk for signature. **Action Cllr Hedley and Clerk**



- g) Meeting with the Mayor of Okehampton  
Cllr Blakeman was unable to attend the meeting, however, he expressed his concerns in an E-mail to the Mayor regarding traffic movement through the town. He asked the Mayor to consider alternative routes to ease traffic congestion but felt this should be addressed sooner rather than later due to the increasing size of the town.
- h) Sports Council AGM  
The date for the next Sports Council AGM is 2<sup>nd</sup> November 2016. Cllr Foster will arrange for the holes to be dug in readiness for the percolation test and children from the school will use the test as a science experiment to determine how much water runs off the field onto the road. **Action Cllr Foster**

## 69. New Items

- a) Village Signs  
Various signs were discussed at length and in particular, signage for the School but Councillors agreed no action would be taken at present. However, the Clerk has been asked to contact Devon County Council to find out if the "New Road Layout" sign, located on North Road in Exbourne, could be removed as it has been there longer than 10 years.  
**Action Clerk**
- b) WDBC Planning Procedures  
All Councillors agreed to defer until Cllr Lois Samuel is present.
- c) Parish Council Funding  
The Clerk was asked to determine whether the Ring and Ride Service provided by Sampford Courtenay and the Community Transport Group based in Okehampton were one and the same. The Clerk can now confirm these are two separate requests for funding. If this was the case, Councillors agreed the Community Transport Group in Okehampton would receive a ~~yearly~~ contribution of £50, proposed by Cllr Hedley and seconded by Cllr Batson. The Ring and Ride Service in Sampford Courtenay would receive the Parish Council's support via the TAP Fund, proposed by Cllr Hedley and seconded by Cllr Foster. Clerk to raise a cheque and notify all concerned. In addition, the Clerk should find out the limit on charitable donations. **Action Clerk**

## 70. Clerks Report

- a) Correspondence  
Various emails were forwarded to the Councillors over the last month. The Clerk highlighted one email from Devon Highways regarding their Town & Parish Council Conference which takes place on 22<sup>nd</sup> November 2016 in Hatherleigh Community Centre.
- b) Website  
The Councillors gave the Clerk the go ahead to "go live" on the Parish website. Clerk to email Cllr Blakeman the List of Councillors. **Action Clerk**
- c) Pest Control  
The Clerk contacted Pest Control at WDBC who visited the area of concern. They reported that no rats (dead or alive) could be found. Their opinion is that someone may have put down rat poison which has resulted in the dead rats that were found in the road.
- d) Parish Printer  
The Clerk proposed using the Parish Printer for three other parishes and sharing the cost of ink and maintenance. All Councillors present agreed provided other parishes, who will benefit from the use of the printer, sign a letter agreeing to share costs of ink, paper, maintenance and eventual replacement. **Action Clerk**

## 71. Planning

- a) Townsend Farm 3183/16/TCA  
Works to trees in a conservation area  
No objection. **Action Clerk**
- b) West View 2764/16/TCA  
Works to trees in a conservation area  
In view of the number of trees involved, Councillors would look to the local officer of the Council to make the proper decision. **Action Clerk**

## 72. Finance

- a) Payments
- i. Cheque No. 759 Exbourne Village Hall: Room Hire £75.00
  - ii. Cheque No. 760 Exbourne Village Hall: Room Hire £45.00
  - iii. Cheque No. 761 Michelmore Hughes 5 year land rental £5.00
- b) Receipts
- i. Precept: £2,447.50
  - ii. VAT Refund: £1,272.50
- c) Details of Balance at Bank  
No statement has been received since the last statement dated 7<sup>th</sup> September 2016. On this date there was a balance of £18,640.76. At the last meeting there were 3 outstanding cheques totalling £2,929.43 and together with the most recent transactions listed above, should give the Parish a total of £19,311.33.
- d) Bank Mandate Forms  
Cllr Cobb to pass on the Bank Mandate Forms for Cllr Lawson to sign and return to the bank. **Action Cllrs Cobb and Lawson**

## 73. Matters at the discretion of the Chairman

- Cllr Blakeman reminded Councillors of the open meeting taking place on 11<sup>th</sup> November at Charter Hall regarding the hospital closure. He also mentioned the email concerning the reduction in the Council Tax Support Grant.
- Cllr Blakeman asked the Clerk to forward the P3 email to volunteers. **Action Clerk.**
- The Clerk was also asked to look into setting up an account with the "Cloud" for example to use as computer back up. **Action Clerk**

With no further business the meeting closed at 21:40pm

SIGNED AS A TRUE RECORD:  (Chair)

NAME: S. BLAKEMAN DATE: 30 Nov 2016

Next meeting: The Village Hall, Exbourne on Wednesday 30<sup>th</sup> November 2016 at 7:30pm