

EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

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Minutes of the Parish Council Meeting held on Tuesday 14th May 2019
at 8:00pm in the Village Hall, Exbourne

Councillors Present: Steve Blakeman (Chair), Brian Cobb, Ulrik Lawson, John Guy and Dave Stuart

In Attendance: Zena Tett – Parish Clerk

1. Apologies for Absence

Apologies were received from Councillors Hedley and Lawson.

2. Election of Officers

2.1 To Elect a Chairman

Cllr Hedley nominated Cllr Blakeman via email for Chairman, this was seconded by Cllr Cobb, all in favour.

2.2 Declaration of Acceptance of Office of Chairman

Cllr Blakeman, newly appointed Chairman, signed the Declaration of Acceptance of Office.

2.3 Election of Vice Chairman

Cllr Cobb nominated Cllr Hedley for Vice Chairman, this was seconded by Cllr Blakeman, all in favour.

2.4 Declaration of Acceptance of Office of Parish Councillors

All Councillors present signed the Declaration of Acceptance of Office.

3. Welcome

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

4. Minutes of the Last Meeting

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

5. Co-Option of Councillors

Two members of the public came forward to be Parish Councillors, John Guy and Dave Stuart. Cllr Blakeman suggested that both parishioners should be co-opted. Cllr O'Connor proposed, Cllr Cobb seconded, all in favour.

6. Representatives to Committees

6.1 Northern Links

Cllr Blakeman agreed to continue being the contact at the Northern Link meetings.

6.2 Exbourne Playing Fields Association

Cllr O'Connor agreed to become the contact for the Playing Fields Association.

6.3 Link with the School

Cllr Blakeman agreed to be the link with the school.

6.4 P3 Co-Ordinators

Cllr O'Connor agreed to remain the P3 Co-Ordinator.

6.5 Finance Working Group

Cllr Hedley and Cllr O'Connor will be the Finance Working Group.

6.6 Village Hall Committee

Cllr Blakeman agreed to remain on the Village Hall Committee.

6.7 Neighbourhood Plan Group

Cllr Hedley will remain as Project Leader of the NP Group.

6.8 Link with Highways

Cllr Stuart agreed to be the link with Highways.

7. Review of Banking, Insurance and Audit Arrangements

7.1 Lloyds Banking

Cllr Blakeman proposed the Parish Council keep the current banking arrangements, seconded by Cllr Cobb, all in favour.

7.2 Came & Company Insurance

Cllr Cobb proposed the Parish Council remains with Came & Company, seconded by Cllr Blakeman, all in favour.

7.3 Internal Auditor

Cllr O'Connor proposed the Parish Council keep the current auditing arrangements, this was seconded by Cllr Guy.

8. Agree/Review Processes

8.1 Standing Orders

Cllr Blakeman proposed no changes to the current Standing Orders, seconded by Cllr Cobb, all in favour. Cllr Blakeman suggested the Clerk obtain dates for Cllr Stuart to attend the New Councillor Course, this was proposed by Cllr Cobb and seconded by Cllr O'Connor. **Action Clerk**

8.2 Financial Regulations

No changes were proposed to be made to the Financial Regulations, proposed by Cllr O'Connor, seconded by Cllr Cobb, all in favour.

8.3 Asset Register

Cllr Blakeman proposed that the Council pay for a new ladder, purchased on behalf of the Parish Council by a member of the parish, to allow works to be carried out on the Church Clock, this was seconded by Cllr O'Connor. However, Councillors moved that all future requests should be made before a purchase is made. The Clerk was asked to add this item to the Asset Register. **Action Clerk**
It was noted that the hand bells are currently on loan to the school who have signed an agreement to take care of them on behalf of the Parish Council.

8.4 Risk Assessment

The Clerk was asked to make the relevant changes on the section which mentions the hand bells. Cllr Blakeman proposed, seconded by Cllr Cobb, all in favour.

8.5 Grants/Donations/Memberships

This item was deferred until the next meeting.

8.6 2019/20 Meeting Dates and Venues

Councillors agreed to keep meeting dates on the last Tuesday of every month, except December. Meetings will begin at 8pm and will be held in the Village Hall, Exbourne, apart from July and October meetings which will be held in the Vestry, Jacobstowe. **Action Clerk**

9. Declarations of Interest

There were no declarations of interest made at this time.

10. Public Speaking Time

There were no public present.

11. Borough Councillor Report

Borough Councillor Lois Samuels sent her apologies.

12. Matters Arising

12.1 Neighbourhood Plan

This item was deferred to the next meeting.

12.2 Maintenance of Parish Assets

Cllr Blakeman confirmed there was no update on this item.

12.3 Devon Air Ambulance

Cllr Blakeman confirmed this item is ongoing and there was nothing further to report at present.

12.4 Post Office Sign

Cllr Blakeman confirmed the planning application was being considered by West Devon Borough Council.

12.5 Projector

This item was deferred to the next meeting.

SIB

13. New Items

13.1 Village Hall Funding

Cllr Blakeman declared an interest and mentioned that at the last meeting of the Parish Council, Councillors agreed to give a grant of £300 towards maintenance work. He said that two of their committee members spoke at the Annual Parish meeting explaining they have a problem covering the costs of the Village Hall and are increasingly struggling to raise money as the lettings don't recover enough to cover the running costs. It was suggested at the Annual Parish meeting that the Precept might be raised in order to allow grant funding to help with the running costs of the Village Hall as it is a community asset, however, in the absence of Cllr Hedley he suggested this item was deferred until the next meeting.

13.2 Queens Memorial

This item was deferred to the next meeting. In the meantime, the Clerk was asked to speak with a parishioner who had offered to investigate prices. **Action Clerk.** Cllr O'Connor suggested asking School children to make a book. **Action Cllr Blakeman**

14. Planning

14.1 Hayfield House, Exbourne

To note the appeal decision made by the Planning Inspectorate to grant permission for this application.

14.2 Glebe House, Exbourne

To note the decision made by WDBC to approve this application.

14.3 Other Applications

There was one application notified to the Parish Council after the Agenda for this meeting had been published for the Post Office Sign – no comment was made as this was a Parish Council application.

15. Clerks Report

15.1 Correspondence

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

15.1.1 Highways: temporary restriction A3079 Holsworthy Road, Halwill

15.1.2 Okehampton District Community Transport Group – newsletter

15.2 Internal Audit Report

The Internal Audit Report was reviewed.

15.3 Certificate of Exemption

The Certificate of Exemption was agreed and signed.

15.4 Annual Governance Statement 2018/19

The Annual Governance Statement was reviewed and signed.

15.5 Accounting Statements 2018/19

The Accounting Statements were agreed and signed.

16. Councillors Reports and Items for Future Agenda

16.1 Cllr Cobb mentioned the Jacobstowe church committee were intending to obtain a defibrillator.

16.2 Cllr Cobb notified Councillors that repairs to the road at Jacobstowe may be carried out soon because Highways engineers have marked out areas to be repaired.

16.3 Cllr O'Connor mentioned the drains on main road keep overflowing, Cllr Blakeman reminded all Councillors to visit the Highways website to report these issues.

17. Finance

17.1 The following payments were agreed: proposed by Cllr Guy, seconded by Cllr Cobb, all in favour. **Action Clerk**

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| 17.1.1 Clerks Expenses | £123.67 |
| 17.1.2 Internal Audit | £75.00 |
| 17.1.3 Village Hall Donation | £300.00 |
| 17.1.4 DALC Membership | £129.18 |
| 17.1.5 Village Hall NP Meetings | £60.00 |
| 17.1.6 Village Hall Parish Council Meetings | £45.00 |
| 17.1.7 Ladder for Church Clock | £37.99 |

17.2 Bank Balance Review

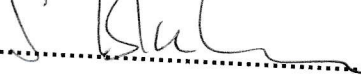
The opening balance in the Parish Council Account for this financial year was £13,777.19. Outstanding transactions, including the cheques above, amount to £776.44. There were receipts which total £3,079.00, giving the parish an actual



balance of £16,085.95. The Clerk was asked to speak with the bank regarding additional signatories on the account. **Action Clerk**

18. **Date of Next Meeting:** Councillors confirmed the next meeting of the Council will take place on Tuesday 25th June 2019 in the Village Hall, Exbourne at 8pm.

With no further business, the meeting closed at 9:15pm

SIGNED AS A TRUE RECORD:  (Chair)

NAME: S. BLAKEMAN DATE: 25 JUNE 2019