

## **Exbourne with Jacobstowe Parish Council.**

Clerk: Miss Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF

[ExbournewithJacobstowepc@gmail.com](mailto:ExbournewithJacobstowepc@gmail.com) / 01837 83484

New website: [www.exbournewithjacobstowepc.org.uk](http://www.exbournewithjacobstowepc.org.uk)

### **Minutes of the meeting held on Tuesday 29<sup>th</sup> June 2021 at 8.00pm in Exbourne Village Hall.**

**Councillors Present:** Steve Blakeman (Chair), Adam Hedley (Vice-Chair), Brian Cobb, Ulrik Lawson, Ian St. John, & David Stuart.

**Also in Attendance:** Alice Turner (Parish Clerk) and Mark Davison (Guest Speaker). 2 members of the public also attended.

### **BUSINESS TRANSACTED.**

#### **1.6.21: Welcome.**

The Chair of the Council opened the meeting, and informed everyone that an audio recording was in progress to aid the Clerk in the preparation of the minutes.

#### **2.6.21: Apologies for absence.**

The Clerk reported that she had received apologies from Cllr Guy (prior commitment). Apologies were also noted from Borough Cllr Samuel.

Cllr Blakeman proposed that apologies from Cllr Guy (prior commitment) be approved, seconded Cllr St. John. All in Favour – Motion Carried. (RR2021/012)

#### **3.6.21: Minutes of the Last Meeting. ([Minutes can be found on the website](#)).**

Cllrs to consider the approval of Minutes of:

a) the Virtual meeting held on Tuesday 27<sup>th</sup> April 2021.

b) the Annual Council meeting held virtually on Wednesday 5<sup>th</sup> May.

Cllr Hedley proposed that the minutes of the Virtual meeting held on Tuesday 27<sup>th</sup> April 2021 and the Annual Council meeting held virtually on Wednesday 5<sup>th</sup> May be approved and signed as a true and accurate record, seconded Cllr. Stuart. All in Favour – Motion Carried. (RR2021/013)

#### **4.6.21: Declarations of Interest – None.**

#### **5.4.1: Guest Speaker: Matt Barrow from DCC on Broadband in Jacobstowe.**

Matt Barrow from DCC was not present so Mark Davison (Jacobstowe parishioner) gave a brief overview on the broadband situation on Jacobstowe. Clerk to contact Matt Barrow for an update or written report.

#### **6.6.21: Public Speaking Time (max. 10 minutes).**

Member of the public asked if the Council could apply for some trees via the “plant a tree for the Jubilee” scheme. Suggestion of talking to school and church regarding planting.

Member of the public raised a concern relating to the conservation appraisal and voiced their general support of the report but acknowledges there are some subjective comments.

#### **7.6.21: To receive report from County & Borough Cllrs.**

a) County Cllr James McInnes - Not present and no report received.

b) Borough Cllrs Lois Samuel & Barry Ratcliffe - Not present and no reports received.

#### **8.6.21: Council Policies & Documents (Chair/Clerk)**

To consider the draft policies for approval & ratification.

a) EJPC 011 Confidential Reporting Policy V1.0

b) EJPC 012 Complaints & Grievances Procedure V1.0

c) EJPC 013 Disciplinary Procedure V1.0

Cllrs discussed the draft policies and agreed to resolve on mass.

Cllr Hedley proposed that EJPC 011 Confidential Reporting Policy V1.0, EJPC 012 Complaints & Grievances Procedure V1.0 and EJPC 013 Disciplinary Procedure V1.0 be approved and ratified with immediate effect, seconded Cllr St. John. All in Favour – Motion Carried. (RR2021/014)

#### **9.6.21: Other Planning matters, for information only: None raised.**

#### **10.6.21: Current & New Business.**

##### **a) Neighbourhood Plan -Update & discussion on Clerk providing administrative assistance to the group (Cllrs Hedley & Stuart)**

Cllr Hedley reported that the report from Devon Communities Together has been received for the survey on the potential development sites, this has been discussed by the group and [the report can be found on the Neighbourhood Plan Group's website.](#)

The group is moving to open discussions with the owners of sites A, F & M, initially, to get an overview of their visions for the respective sites.

Cllr Hedley addressed the administrative assistance required by the group, and the option of the Clerk helping to collate the plan and assist in production of the final document. Following discussion Cllr Hedley proposed that part of the existing budget (NP (non-grant) be used to pay for the Clerk to provide administrative assistance to the Neighbourhood plan group, seconded Cllr St. John. All in Favour – Motion Carried. (RR2021/015)

*Power to spend (Localism Act 2011 / Funding source (Admin/NP(NG))*

##### **b) Devon Air Ambulance Night Landing Site – Discussions on project viability (Chair)**

Cllrs discussed this matter and felt that it was not viable and should be removed from the agenda unless any members of the public have ideas on how to progress then the Council will revisit.

Cllr St. John proposed that as the land is not owned by the Council and the installations cost estimates make the project financially unviable, that it should be removed from any future agendas, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/016)

##### **c) Cllrs membership on Internal & External groups (Chair)**

| <b><u>Internal Groups</u></b>              | <b><u>Cllr currently appointed</u></b> |
|--------------------------------------------|----------------------------------------|
| Finance Group                              | Cllrs Hedley & Stuart                  |
| Asset Inspection                           | Assets inspected as assigned.          |
| <b><u>External Groups</u></b>              | <b><u>Cllr currently appointed</u></b> |
| Northern Links                             | Cllr Blakeman                          |
| Exbourne Playing Fields                    | Cllr Guy                               |
| School Liaison                             | Cllr Guy                               |
| P3 Co-ordinator (Parish Paths Partnership) | VACANCY                                |
| Village Hall Committee                     | Cllr St. John                          |
| Neighbourhood Plan Group                   | Cllr Hedley & Cllr Stuart              |
| DCC Highway's liaison                      | Cllr St. John                          |

#### **ACTIONS:**

Clerk to contact DCC re parish paths partnership and ending the agreement.

Cllr Stuart to forward contact details held for Public Rights of way officer to the Clerk.

Clerk to get update on repair of VAS unit.

##### **d) Arrangements for Annual inspection of Assets (Chair/Clerk)**

Cllrs agreed to inspect the [assets as assigned in the table which can be found in Appendix A.](#)

**Action:** Clerk to create personalised inspection sheets for Cllrs use.

##### **e) Consideration of ¼ contribution to Clerk's attendance at the following Training Events: SLCC, WordPress Website Webinar £9 inc. VAT, Operation London Bridge Webinar £9 inc. VAT, Total cost to the Council of £18 inc. VAT.**

Cllr Blakeman proposed that the Council approve the Consideration of ¼ contribution to Clerk's attendance at the following Training Events: SLCC, WordPress Website Webinar £9 inc. VAT, Operation London Bridge Webinar £9 inc. VAT giving a total cost to the Council of £18 including VAT, seconded Cllr Hedley. All in Favour – Motion Carried. (RR2021/017)

*(Power to Spend: LGA 1972 S.111 / Funding Source: Staff Costs/Training)*

- f) **Consideration of Clerks undertaking the following E-Learning Courses: Health and safety essentials, Information Security essentials & Freedom of Information, total cost of £42 plus VAT – cost shared with Clerks other Councils (£10.50 plus VAT per Council) (Chair)**  
Cllr Stuart proposed that the Council approve the Clerks attendance on the following E-Learning Courses: Health and safety essentials, Information Security essentials & Freedom of Information, total cost of £42 plus VAT with the cost to be shared with Clerks other Councils giving a total cost to the Council of £10.50 plus VAT, seconded Cllr St. John. All in Favour – Motion Carried.  
(RR2021/018) *(Power to Spend: LGA 1972 S.111 / Funding Source: Staff Costs/Training)*

**11.6.21: Clerks Reports – to include:**

**a) Approval of Overtime as presented at the meeting.**

To approve 7.25hours of overtime (£75.69) as presented in PM2022/014.

Cllr Blakeman proposed that the Council approve 7.25hours of overtime (£75.69) as presented in PM2022/014 and authorise payment, seconded Cllr Stuart. All in Favour – Motion Carried.  
(RR2021/019)

**b) Update on Banking situation.**

The Clerk reported that the completed forms had been submitted in May to Lloyds Bank to add her as a signatory, change the correspondence address and set up online banking for the Council, however there has been no correspondence from the Bank to confirm if this is in progress.  
Cllr Stuart agreed to go into Lloyds and ask for an update.

**c) Update on arrangement for Planning Officers attendance at July or August meeting.**

The Clerk confirmed that contact has been made with Borough Cllr Samuel and the Council will be updated as and when a meeting is arranged.

**d) Update on new Website.**

The Clerk reported that the new website is now live, she will take steps to close down the old site to avoid confusion on search engines.

**12.6.21: Finance (Clerk) – Documents will be available at the meeting.**

**a) To consider financial schedule as presented by the Clerk in Appendix B.**

Cllr Blakeman proposed that the financial schedule as presented by the Clerk be approved, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/020)

**b) To consider amended 2021-22 Budget as presented in Appendix C.**

Cllr Blakeman proposed that the amended 2021-22 Budget as presented by the Clerk be approved, seconded Cllr St. John. All in Favour – Motion Carried. (RR2021/021)

**13.6.21: Cllrs Reports (for information only) & Items for future agendas.**

Cllr St. John asked for the DCC Highway's Additional funding for Parish and Town Councils be added to the July Agenda.

Cllr Blakeman reported that there are issues with a kissing gate on one of the footpaths, he will look into this and report back at the next meeting.

**14.6.21: Confirmation of meeting date:**

The next Council meeting will be held on Tuesday 27<sup>th</sup> July 2021  
in Exbourne Village Hall at 7.30pm.

**15.6.21 Part II Public Bodies (Admission to Meetings) Act 1960 s1(2).**

**a) Resolution to move the council to part II due to the confidential nature of the item under discussion.**

Cllr Blakeman proposed that the Council move to Part II due to the confidential nature of the item under discussion, seconded Cllr Hedley. All in Favour – Motion Carried. (RR2021/022)

The Clerk confirmed that the audio recording had been stopped.

**b) Consideration of end of Clerks probationary period.**

**c) The Chair returned the meeting to public session.**

**d) Resolution(s)**

Cllr Blakeman proposed that the that the Clerks probationary period as specified in her contract be ended, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/023)

There being no further business the Chair declared the meeting closed at 9.46pm.

**Appendix A: Assets assigned for inspection.**

| Asset                                  | Location                                                       | To be inspected by:   |
|----------------------------------------|----------------------------------------------------------------|-----------------------|
| Burial Ground (Little Ellicott Meadow) | Jacobstowe                                                     | Lawson & Cobb         |
| <b><u>STRUCTURES</u></b>               |                                                                |                       |
| Mahogany Bench                         | North Road, Exbourne                                           | Blakeman              |
| Bench                                  | Crossways, Exbourne                                            | Blakeman              |
| Bench                                  | Duck Lane                                                      | Blakeman              |
| Bench                                  | Glebe House Area                                               | Blakeman              |
| Bench                                  | Jacobstowe                                                     | Lawson & Cobb         |
| Bench                                  | Barton Head, Exbourne                                          | Blakeman              |
| Notice Board                           | Exbourne Square                                                | Blakeman              |
| Notice Board                           | Jacobstowe                                                     | Lawson & Cobb         |
| Notice Board                           | Village Hall, Exbourne                                         | Blakeman              |
| Old Bus Shelter                        | Exbourne (nr Red Lion)                                         | Blakeman              |
| New Bus Shelter                        | Exbourne Cross                                                 | Stuart                |
| Flashing Interactive Signs             | Adjacent to Playing Fields and on East entrance to Village     | Stuart                |
| Community Shelter                      | Little Ellicroft Meadow, Jacobstowe                            | Lawson & Cobb         |
| War Memorial                           | Exbourne Churchyard                                            | Blakeman              |
| War Memorial                           | Jacobstowe Churchyard                                          | Lawson & Cobb         |
| Church Clock                           | Exbourne Churchyard                                            | N/A                   |
| Plaque relating to Clock               | Exbourne Churchyard                                            | Hedley                |
| <b><u>Equipment:</u></b>               |                                                                |                       |
| Handbells (incl box)                   | On loan to School                                              | Mr. D. Weeks / School |
| Filing Cabinet                         | Clerks' residence                                              | Clerk                 |
| Laptop Computer                        | Clerks' residence                                              | Clerk                 |
| Stihl FS90 Brushcutter                 | Cllr Blakeman to collect and hold                              | Blakeman              |
| Stihl Aerolight Helmet                 | Cllr Blakeman to collect and hold                              | Blakeman              |
| Ladder                                 | Church                                                         | Hedley                |
| Projector and Screen                   | Projector – Clerks Residence<br>Screen – Exbourne Village Hall | Clerk                 |
| 1 TB External Hard-drive               | Clerks' residence                                              | Clerk                 |
| Mouse                                  | Clerks' residence                                              | Clerk                 |

## **Appendix B: Financial Schedule.**

### **Pre-Authorised Payments made since last Meeting**

| <b>Payment Ref</b> | <b>Amount</b>    | <b>Payee</b>   | <b>Details</b>                         | <b>Power</b>          | <b>Expenditure approval Minutes Ref &amp; RR</b> |
|--------------------|------------------|----------------|----------------------------------------|-----------------------|--------------------------------------------------|
| PM2022/007         | £14.39           | Cllr A. Hedley | Monthly Zoom Subscription for NP Group | Localism Act 2011     | 11.5.21 a) RR2020/009                            |
| PM2022/008         | £180.09          | Alice Turner   | Clerks Salary (April 2021)             | LGA 1972 S.112        | 13.4.21 b) RR2021/029                            |
| PM2022/009         | £611.89          | Alice Turner   | Insurance - Paid by Clerk              | LGA 1972 S.111        | 9.5.21 d) RR2021/008                             |
| PM2022/010         | £130.98          | Alice Turner)  | Annual Subscription to DALC/NALC       | LGA 1972 s.143 (1)(b) | 9.5.21 a) RR2021/006                             |
| PM2022/011         | £180.09          | Alice Turner   | Clerks Salary (May 2021)               | LGA 1972 S.112        | 11.5.21 a) RR2020/009                            |
| <b>Total</b>       | <b>£1,117.44</b> |                |                                        |                       |                                                  |

### **Payments for authorisation:**

| <b>Payment Ref</b>        | <b>Amount</b>    | <b>Payee</b>               | <b>Details</b>                            | <b>Power</b>           | <b>Funding Source</b>                                 |
|---------------------------|------------------|----------------------------|-------------------------------------------|------------------------|-------------------------------------------------------|
| PM2022/012                | £1,252.80        | Devon Communities Together | NP site Survey 2 <sup>nd</sup> instalment | Localism Act 2011      | EMR NP Grant £1035.64 + NP(NG) £8.36                  |
| PM2022/013                | £70.26           | Alice Turner               | Clerks Expenses May & June                | LGA 1972 S.111 & S.112 | Staff Costs/ Clerks Salary & Staff Costs/ Office Exp. |
| PM2022/014 (Dated 8/7/21) | £255.78          | Alice Turner               | Clerks Salary (June 2021)                 | LGA 1972 s.112         | Staff Costs/ Clerks Salary                            |
| <b>TOTAL</b>              | <b>£1,578.84</b> |                            |                                           |                        |                                                       |

### **Monies held as Reserves (after payments made): EMR = Earmarked Reserve**

| <b>Amount</b>    | <b>Details</b>                      |
|------------------|-------------------------------------|
| £1,800           | Election cost (EMR)                 |
| £1,500           | Jacobstowe LEM/ Burial Ground (EMR) |
| £2,000           | Maintenance Fund (EMR)              |
| £1,000           | Local Grants (EMR)                  |
| £400             | IT Fund (EMR)                       |
| £3,000.00        | General Reserve                     |
| £0.00            | NP Grant                            |
| <b>£9,700.00</b> | <b>TOTAL</b>                        |

### **Bank Situation:**

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| <b>Bank Total 05/02/2021</b>                        | <b>£14,937.16</b> |
| <b>Less, Payments pending</b>                       | <b>£6,867.98</b>  |
| <b>Plus, receipts Received (after Balance date)</b> | <b>£3,215.50</b>  |
| <b>Less Money held as reserves</b>                  | <b>£9,700.00</b>  |
| <b>Available Balance</b>                            | <b>£1,584.68</b>  |

**Appendix C: Revised 2021-2022 Budget.****Income – No Changes**

|              | <b>2021/22<br/>Budget</b> |
|--------------|---------------------------|
| Precept      | £6,431                    |
| Grant        | £0.00                     |
| <b>TOTAL</b> | <b>£6,431</b>             |

**Expenditure**

|                                     | <b>Current<br/>2021/22<br/>Budget</b> | <b>Revision of<br/>2021/2022<br/>Budget</b> |
|-------------------------------------|---------------------------------------|---------------------------------------------|
| <b>STAFF COSTS</b>                  | <b>£3,400.00</b>                      | <b>£3,400.00</b>                            |
| Clerk Salary & Costs (Inc. Mileage) | £2,800.00                             | £2,800.00                                   |
| Office expenses                     | £600.00                               | £600.00                                     |
| <b>ADMINISTRATION</b>               | <b>£1,900.00</b>                      | <b>£1,820.00</b>                            |
| Insurance                           | £700.00                               | £620.00                                     |
| Hall Hire                           | £150.00                               | £150.00                                     |
| Neighbourhood Plan (Non-Grant)      | £850.00                               | £850.00                                     |
| Training                            | £200.00                               | £200.00                                     |
| <b>RUNNING COSTS</b>                | <b>£750.00</b>                        | <b>£250.00</b>                              |
| Lengthsman                          | £750.00                               | £250.00                                     |
| <b>PROFESSIONAL FEES</b>            | <b>£345.00</b>                        | <b>£305.00</b>                              |
| Audit internal & external           | £175.00                               | £150.00                                     |
| Subscriptions (DALC/NALC & ICO)     | £170.00                               | £155.00                                     |
| <b>GRANTS/DONATIONS</b>             | <b>£950.00</b>                        | <b>£650.00</b>                              |
| Village Hall                        | £700.00                               | £650.00                                     |
| Donations                           | £250.00                               | £0.00                                       |
| <b>TOTAL</b>                        | <b>£7,345.00</b>                      | <b>£6,425.00</b>                            |

Signed as a true record: Steve BlakemanPrinted: Cllr. S. Blakeman. Date: 27<sup>th</sup> July 2021