

Exbourne with Jacobstowe Parish Council.

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

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Minutes of the meeting held on Tuesday 27th July 2021 at 7.30pm in Exbourne Village Hall.

Councillors Present: Steve Blakeman (Chair), Brian Cobb, John Guy, Ian St. John, & David Stuart.

Also in Attendance: Alice Turner (Parish Clerk) and County Cllr James McInnes, Borough Cllr Lois Samuel & 1 members of the public.

BUSINESS TRANSACTED.

1.7.21: 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.

2.7.21: Apologies for absence.

The Clerk reported that she had received apologies from Cllr Lawson (prior commitment) and Cllr Hedley (work commitment).

Cllr Blakeman proposed that apologies from Cllr Lawson (prior commitment) and Cllr Hedley (work commitment) be approved, seconded Cllr St. John. All in Favour – Motion Carried. (RR2021/024)

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

Cllrs to consider the approval of Minutes of the meeting held on Tuesday 29th June 2021.

Cllr St. John proposed that the minutes of the Minutes of the meeting held on Tuesday 29th June 2021 be approved and signed as a true and accurate record, seconded Cllr Cobb. All in Favour – Motion Carried. (RR2021/025)

4.7.21: Declarations of Interest.

Cllr St. John declared a Disclosable Pecuniary Interest in agenda items 8.7.21 a) i) & ii) – New planning applications. (DOI/002)

Cllr Blakeman declared a Prejudicial Interest in agenda items 8.7.21 a) i) & ii) – New planning applications as he is acting as the agent. (DOI/0003)

No other interests were declared.

5.7.21: Public Speaking Time (max. 10 minutes).

A member of the public asked if the council had been consulted on prior approval application at Higher Narracott – the Clerk report that the Council was not consulted. The member of the public raised a query as to outcome on Conservation area appraisal – Clerk to resend previous response.

9.7.21 d) Discussion on continuation of P3 partnership Contract (Moved at the Chairs discretion).

Cllrs agreed to advertise for another P3 Co-ordinator to take on role, it was suggested that adverts be placed on the website, Council noticeboards and in the Pump newsletter.

Cllr Blakeman proposed that the Council readvertise position prior to formal decision, seconded Cllr St. John. All in Favour – Motion Carried. (RR2021/026)

Clerk to add the item to the October Agenda.

6.7.21: To receive report from County & Borough Cllrs.

a) County Cllr James McInnes

Cllr McInnes congratulated the Council on adapting to the zoom meetings over the past year, and went on to report that Covid is on its 3rd wave with the highest number of cases but with a low level of hospitalisation and encouraged the public to remain vigilant to reduce the spread.

Adult social services are trialling a daily testing scheme rather than being sent home to self-isolate for 10 days.

Airband is still installing fibre broadband in Jacobstowe.

Highways: There are certain criteria for filling potholes. Which can be found along with the form to report potholes at <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

Cllr McInnes stressed that if people want to see improvements to the roads, they need to keep reporting the potholes and other issues not just assuming that others will have already done so.

b) Borough Cllr Lois Samuel

Borough Cllr Samuel raised the option to have an informal meeting with the conservation officer & planning officer at WDBC via Zoom. The Clerk to liaise with Cllr Samuel and Parish Cllrs to arrange a mutually convenient time & date.

[WDBC are developing a 20-year strategic plan for the Council, the draft plan can be found here](#)

You can then either: [Complete our online survey here](#) or send your thoughts or comments to Neil Hawke, Head of Strategy via email to Neil.Hawke@swdevon.gov.uk

Each planner (planning officer) has 60-70 cases which is very high, so planning may take a little more time.

7.7.21: Council Policies & Documents (Chair/Clerk)

[To consider the draft policies for approval & ratification which are available on the website.](#)

a) EJPC 014 Council Risk Assessment V1.0

b) EJPC 015 Data Protection Policy V1.0

c) EJPC 016 Training Policy V1.0

Cllr Stuart proposed that EJPC 014 Council Risk Assessment V1.0, EJPC 015 Data Protection Policy V1.0 (with word change should to must at bottom on page 2) and EJPC 016 Training Policy V1.0 be approved and ratified with immediate effect, seconded Cllr St. John. All in Favour – Motion Carried. (RR2021/027)

8.7.21: Planning.

a) New Planning Applications:

- i. [2738/21/HHO Householder application for remedial works, installation of ridge beams and strengthened rafters, re-thatching, chimney stack and re-plastering walls at Lower Narracott, Exbourne EX20 3QX](#) (click on the application to view planning documents)
- ii. [2740/21/LBC Listed Building consent for remedial works, installation of ridge beams and strengthened rafters, re-thatching, chimney stack and re-plastering walls at Lower Narracott, Exbourne EX20 3QX](#) (click on the application to view planning documents)

Cllrs Blakeman and St. John left the room due to interests declared and Cllr Stuart took the Chair. Cllrs reviewed the plans and following discussion Cllr Dave proposed that the Council support applications 2738/21/HHO & 2740/21/LBC, seconded Cllr Guy. All in Favour – Motion Carried. (RR2021/028)

Cllrs Blakeman and St. John re-joined the meeting.

b) Other Planning matters, for information only: None.

9.7.21: Current & New Business.

a) Neighbourhood Plan -Update (Cllr Stuart)

The amber sites are being looked at with WDBC and members of the Group, before discussing the sites with the respective land owners.

Devon Communities Together carried out a survey on site allocation on Amber sites and Highways have been consulted on the sites, all this information is being reviewed by the group and they are discussing a way forward.

b) Highways Additional funding for Parish and Town Councils (Cllr St. John)

“To provide further support to our local communities an additional £100,000.00 fund, for Town and Parish Councils, will be available in 2021/22. The fund is for projects/works that will enhance the public realm, which includes the repair and refurbishment of highway street furniture, such as lighting column, finger posts, seats and bollards. This funding is in addition to our existing

Highway Maintenance Community Enhancement Fund which is available to support highway maintenance works and projects. The funding can be accessed through our [Highway Maintenance Community Enhancement Fund \(HMCEF\) application process](#)”

Cllrs agreed to email the information to the Hall and Burrow for advertising, and load to the website to ask the public to submit any ideas such as fingerposts, benches etc to the Clerk for discussion at the September meeting.

c) Update on Banking situation (Cllr Stuart / Clerk)

Cllr Stuart reported that he had spoken to the bank as requested and they confirmed that the Clerk is now a signatory and provided forms for her to complete to change the correspondence address.

The Clerk agreed to action this and chase the switch to online banking and report back at the next meeting.

d) Discussion on continuation of P3 partnership Contract (Chair) - (Moved at the Chairs discretion).

e) Queens Green Canopy Scheme (tree planting for the Jubilee) (Chair/Clerk)

Sunday 6th February 2022 will see the seventieth anniversary of The Queen’s Accession, marking the first Platinum Jubilee in the long history of British monarchs.

The Queen’s Green Canopy is a nationwide tree planting initiative created to mark the Platinum Jubilee by inviting people to ‘Plant a Tree for the Jubilee’. Anyone can participate in the initiative including community organisations, school, parish councils, town councils, parish meetings, businesses and individuals. Everyone participating is being encouraged to plant trees from October 2021 when the tree planting season begins, through to the end of the Jubilee year in 2022.

With a focus on sustainable planting, the Queen’s Green Canopy will encourage the planting of trees to create a legacy in honour of The Queen’s leadership, benefiting future generations.

Participants are encouraged to learn about the best way to plant a tree so that they can survive and flourish. Planting during the official planting season, October to March, is recommended and participants could use this summer to plan their Jubilee tree planting projects to be ready for October.

From October, all planting projects can be uploaded onto an interactive map on to the new [Queen’s Green Canopy website](#) so that everyone can share and inspire others, as well as creating a green canopy of projects to cover the country.

Following discussion Cllrs asked the Clerk to contact the Hall, Church and School for ideas.

f) Consideration of purchase of Poppy wreaths (Chair / Clerk) - No action at this time.

11.7.21: Clerks Reports – to include:

a) Approval of Overtime as presented at the meeting.

Cllr Stuart proposed that the Council approve 13.75 hours of overtime (£143.55) as presented in PM2022/016 and authorise payment, seconded Cllr St. John. All in Favour – Motion Carried. (RR2021/029)

b) Update on arrangement for Planning Officers attendance at August meeting – [see Borough Cllrs report](#)

c) Reminder: Clerks Annual Leave 2nd to 15th August inclusive.

The email response will be changed to inform people that the Clerk is out of the office.

12.7.21: Finance (Clerk)

a) To consider financial schedule as presented by the Clerk ([Appendix A](#)) .

Cllr Stuart proposed that the financial schedule including virements as presented by the Clerk be approved, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2021/030)

b) To receive 1st Quarter budget report ([Appendix B](#))

Cllr Cobb proposed that the 1st Quarter budget report for 2021-2022 as presented by the Clerk be approved, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/031)

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

Cllr Blakeman asked that “Confirmation of new start times” be added to the August agenda.

14.7.21: Confirmation of meeting date:

The next meeting will be held on Tuesday 31st August 2021 in Exbourne Village Hall at 7.30pm.

There being no further business the Chair declared the meeting closed at 9.02pm.

Appendix A: Financial Schedule.**Payments for authorisation:**

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/015	£28.26	Alice Turner	Clerks Expenses (July 2021)	LGA 1972 S.111 & S.112	Staff Costs/Clerks Salary & Staff Costs/Office Exp.
PM2022/016	£323.64	Alice Turner	Clerks Salary (July 2021) Chq. dated 8/8/21	LGA 1972 s.112	Staff Costs/ Clerks Salary
PM2022/017	£350.00	Colin Jones	Invoice for Website Build	LGA 1972 S.111	EMR "IT Fund"
TOTAL	£701.90				

Virements between budget headings for Approval:

Amount	FROM	TO
£49.59	Admin / NP(NG)	Staff Costs / Clerks Salary & Costs

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

Amount	Details
£1,800	Election cost (Earmarked Reserve)
£1,500	Jacobstowe LEM/ Burial Ground (Earmarked Reserve)
£2,000	Maintenance Fund (Earmarked Reserve)
£1,000	Local Grants (Earmarked Reserve)
£50	IT Fund (Earmarked Reserve)
£3,000.00	General Reserve
£0.00	NP Grant
£9,350.00	TOTAL

Bank Situation:

Bank Total 05/02/2021	£14,937.16
Less Payments pending	£7,569.88
Plus receipts Received (after Balance date)	£3,215.50
Less Money held as reserves	£9,350.00
Available Balance	£1,232.78

Appendix B: 1st Quarter Budget Report 2021-2022.**Income:**

INCOME	2021/22 Budget	Income to 30-06-2021	Difference
Precept	£6,431.00	£3,215.50	-£3,215.50

- 27 - 2021

Meeting date: 27-07-2021

Initialled as a correct record: S.B

Grant	£0.00	£0.00	£0.00
TOTAL	£6,431.00	£3,215.50	-£3,215.50

R.F.O Comment: No areas of concern at this time.

Expenditure:

	2021/2022 (Revised) Budget	Spend to 30-06- 2021	Budget remaining	Under / On / Over Budget
STAFF COSTS	£3,400.00	£1,141.88	£2,258.12	Under
Clerk Salary & Costs	£2,800.00	£790.52	£2,009.48	Under
Office expenses	£600.00	£351.36	£248.64	Under
ADMINISTRATION	£1,820.00	£763.94	£1,056.06	Under
Insurance	£620.00	£611.89	£8.11	Under
Hall Hire	£150.00	£0.00	£150.00	Under
Neighbourhood Plan (Non-Grant)	£850.00	£133.30	£716.70	Under
Training	£200.00	£18.75	£181.25	Under
RUNNING COSTS	£250.00	£0.00	£250.00	
Lengthsman	£250.00	£0.00	£250.00	Under
PROFESSIONAL FEES	£305.00	£265.99	£39.01	Under
Audit (internal & external)	£150.00	£150.00	£0.00	On
Subs (DALC/NALC & ICO)	£155.00	£115.99	£39.01	Under
GRANTS/DONATIONS	£650.00	£650.00	£0.00	On
Village Hall	£650.00	£650.00	£0.00	On
Donations	£0.00	£0.00	£0.00	On
TOTAL	£6,425.00	£2,821.81	£3,603.19	Under

R.F.O Comment: No areas of concern at this time.

Prepared by Alice Turner R.F.O

Signed as a true record: Steve Blakeman

Printed: Cllr. S. Blakeman. Date: 31st August 2021