

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 31st August 2021 at 7.30pm in Exbourne Village Hall.

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

Also in Attendance: Alice Turner (Parish Clerk) & 1 members of the public.

BUSINESS TRANSACTED.

1.8.21: 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.

2.8.21: Apologies for absence.

Apologies from County Cllr McInnes were received.

3.8.21: 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 27th July 2021.

Cllr St. John proposed that the Minutes of the meeting held on Tuesday 27th July 2021 be approved and signed as a true and accurate record, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/032)

4.8.21: Declarations of Interest.

Cllr Guy declared a DPI in agenda item 8.8.21 a) (DOI/004)

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

The member of the public queried when he would receive a response to their previous query as to outcome on Conservation area appraisal, and clarification on previous comments made by other members of the public. – Clerk to Action.

The member of the public commented that the Council email address was not available on the Contact us Page – Clerk to look into a update if required.

6.8.21: To receive report from County & Borough Cllrs.

a) [County Cllr James McInnes – Report included in Appendix A.](#)

b) Borough Cllrs Lois Samuel & Barry Ratcliffe – No reports received.

7.8.21: Council Policies & Documents (Chair/Clerk)

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

a) EJPC 017 Press & Media policy V1.0

b) EJPC 018 Removable Media Policy V1.0

c) EJPC 019 Cllr Email & Own Device Policy V1.0

Cllrs reviewed the policies and following discussion agreed that EJPC 019 Cllr Email & Own Device Policy V1.0 required some amendments and should be deferred until the September meeting to allow the Clerk to make the required changes.

Cllr Hedley proposed that EJPC 017 Press & Media policy V1.0 and EJPC 018 Removable Media Policy V1.0 be approved and ratified with immediate effect, seconded Cllr St. John. 5 in favour 2 against – Motion Carried. (RR2021/033)

Cllr Lawson proposed that all policies on this agenda be deferred to the September meeting, seconded Cllr Cobb. Proposal withdrawn. (RR2021/034)

8.8.21: Planning.

- a) New Planning Application: [2944/21/HHO Householder application to replace corrugated sheet roof with slate on rear outbuilding at Ruddle House, Fore Street, Exbourne, EX20 3RU](#) (click on the application details to view planning documents) Deadline 9th September.

Cllr Guy left the room having declared a Disclosable Pecuniary Interest.

Cllrs discussed the application and Cllr Lawson proposed that the Council Supports application 2944/21/HHO as it would enhance the conservation area, seconded Cllr Cobb. All in Favour – Motion Carried. (RR2021/035)

Cllr Guy returned to the meeting.

b) Other Planning matters, for information only:

- i. 3162/21/PDM Application to determine if prior approval is required for proposed change of use of agricultural building to 3 no. dwelling houses (Class C3) and for associated operational development (Class Q(a+b)) at Barn at Higher Stockbeare Farm, Jacobstowe, EX20 3PZ – The Council has been notified for information only as neighbouring Parish to the site – Noted by Cllrs.

9.8.21: Current & New Business.

a) Neighbourhood Plan -Update (Cllrs Hedley & Stuart)

Cllr Hedley reported to the Council that the group are still working on the housing site allocation but are currently waiting on WDBC for more information

b) Update on Banking situation (Clerk)

The Clerk reported that the correspondence address on the account has been updated and that she has been added as a signatory. Lloyds are recommending that the Council set up a new account in order to have internet banking.

Cllr Blakeman proposed that the Council authorised the setting up of a new account with Lloyds Bank with internet banking access and then transfer all funds for the existing account to the new account, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/036)

c) Confirmation of meeting start times & locations (Chair)

Cllrs discussed the start times and locations of meetings and the Clerk reminded Cllrs that they would need to consider their Equality & diversity policy when deciding on holding meetings at Jacobstowe church as it is a religious building and Council be seen as excluding people based on their beliefs, Cllrs discussed this and felt that there was a greater benefit in having 2 meetings at Jacobstowe church to ensure that any parishioners from Jacobstowe who could not travel to Exbourne could still attend a Council meeting should they wish to do so.

Cllr Stuart proposed that the new start time of 7.30pm be kept, seconded Cllr Guy. All in Favour – Motion Carried. (RR2021/037)

Cllr Lawson proposed that the Council hold their meetings in Jacobstowe Church in October 2021 and February 2022, seconded Cllr Cobb. All in Favour – Motion Carried. (RR2021/038)

d) WDBC “A Plan for West Devon” consultation (Chair)

West Devon Borough Council has begun developing a 20-year vision for the Borough and now they would like to know what you think. On 20th July, West Devon Borough Council agreed to put the contents of their emerging vision document out to public consultation. The consultation begun on 21st July and will run for six weeks. [The draft plan can be seen by clicking on this link.](#)

As part of the engagement activities, WDBC would really value the views of Town and Parish Councils. We are also keen to identify any common ambitions and areas where there may be opportunities to work together to support our collective aspirations.

Here are the ways to take part in the Consultation: [Complete the online survey using this link.](#) Or [Send your thoughts or comments to Neil Hawke, Head of Strategy via email.](#) The closing date for responses to the consultation is 6th September 2021 with a final Strategy and delivery plans being considered by WDBC Members in late September.

Cllrs discussed and agreed to respond as private individuals should the wish.

10.8.21: Clerks Reports – to include:

a) Approval of Overtime as presented at the meeting.

Cllr Blakeman proposed that the Council approve 13.75 hours of overtime (£143.55) for the Council and Neighbourhood Plan Group as presented in PM2022/019 and authorise payment after PAYE Deductions, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/039)

b) Update on arrangement of meeting with Planning Officers - No update at this time.

11.8.21: Finance (Clerk)

a) To consider financial schedule as presented by the Clerk at the meeting. (Appendix B)
Cllr Stuart proposed that the financial schedule including virements and Bank reconciliation as presented by the Clerk be approved, seconded Cllr St John. All in Favour – Motion Carried.
(RR2021/040)

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

Cllr Lawson reported Hatherleigh to Jacobstowe sign needs cleaning.
No future agenda items raised.

13.8.21: Confirmation of date, location and time of next meeting (Chair): **Tuesday 28th September 2021 7.30pm in Exbourne Village Hall.**

There being no further business the Chair declared the meeting closed at 8.42pm.

Appendix A: County Councillor McInnes Report.

The Government has designated, Devon, Cornwall, Plymouth, Torbay and the Isles of Scilly an enhanced response Covid 19 area. Due to the high infection rate. Below is some information. The government has this evening announced that Devon, Plymouth, Torbay, Cornwall and the Isles of Scilly, are designated as an 'enhanced response area'. This is in response to the very high case rates of coronavirus in these five authority areas. With that designation comes additional support to those areas from the government in terms of testing, vaccination, and comms support.

Public Health Devon has welcomed the escalation.

Public Health Devon has welcomed the county's escalation to becoming an 'enhanced response area'. Its Director of Public Health, Steve Brown, said:

"We welcome today's announcement that Devon and the South West is designated as an enhanced response area.

"This means that the government has prioritised the 'far' South West for additional support to reduce case rates. It doesn't mean another local lockdown, but it does mean that authorities across the south west have more flexibility to introduce additional public health measures if considered necessary, to those in other parts of the country.

"Case rates here in Devon are very high, especially in our late teens and younger adults, which is to be expected since the removal of restrictions, the opening up of opportunities to socialise, and our popularity as a major visitor destination.

"The availability of testing in the county is good, and the vaccination take up across all of the priority groups has been very high.

"However, the impact of coronavirus is being felt hard across the entire health and social care system, with those services struggling to cope with demand and workforce pressures.

"We are working across boundaries with our neighbouring authorities, Public Health England and NHS Devon partners, to monitor data, respond to outbreaks, and provide public health guidance to our residents.

"We will now continue to work with them and the government to see what else can be done to reduce Devon's case rate.

"In the meantime, we ask all Devon residents and visitors to the county to take extra caution."

Public Health Devon is urging people to:

- Limit your social contacts to stop the virus spreading
- meet others outside, because that's safer than meeting inside
- continue to wear face coverings when indoors in public places
- wash your hands properly and regularly
- have the jab if you are an adult and haven't yet had it. Please have both doses as soon as you can. If you're aged 16 to 18, please take up the vaccination when offered to you
- self-isolate if told to do so by NHS Test and Trace
- self-isolate and arranging a PCR test if you show any symptoms of having the virus – the high temperature, new and continuous cough, or change of your usual sense of taste or smell

And to visitors, they have published this guidance: Before you leave:

- If you show any symptoms of having coronavirus, please self-isolate at home and arrange a PCR test. If that is positive, please postpone your visit
- If you show no symptoms of having coronavirus, please use a lateral flow test before you leave to determine whether you are likely to be carrying the virus. If that is positive, please self-isolate and arrange a PCR test. Please do not travel if your PCR test is positive
- Please follow the latest rules regarding self-isolating, and please don't travel to Devon if you are required to be self-isolating – we'd love to see you, just later.
- If you are eligible for a vaccination and haven't yet had one, please take it up when offered

There are steps we can all take to reduce the risk of spreading coronavirus, so while you're visiting:

- Please follow the public health guidance, including keeping a distance from others where possible; wearing a face covering when indoors in crowded public places; and washing your hands regularly and using hand sanitiser
- Please limit your social contacts to stop the virus spreading, and if you are meeting others, try to do so outside because it's safer than meeting inside
- If you develop symptoms while you're away, please self-isolate and arrange a PCR test, and remain self-isolating until you get the result. If that's positive, it is important to travel safely to a place where you can self-isolate
- If you're here for a while and you show no symptoms of having coronavirus, please routinely use a lateral flow test to determine whether you are likely to be carrying the virus. There are many places to access tests on our website, and you can take the tests with you on your visit

When you get home:

- If you develop symptoms on your return, please self-isolate and arrange a PCR test. If that's positive, remain self-isolating for the full duration.

Appendix B: Financial schedule including virements & Bank Reconciliation.**Payments for authorisation (retrospective):**

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/017	£350.00	Colin Jones	Invoice for Website Build (Error with previous cheque so reissued)	LGA 1972 S.111	EMR "IT Fund"
PM2022/018	£35.65	Alice Turner	Clerk Expense (August 2021)	LGA 1972 S.111 & S.112	Staff Costs/ Office Exp.
PM2022/019	305.44	Alice Turner	Clerks Salary & OT (Aug 2021) Cheque post-dated 07/09/21	LGA 1972 s.112	Staff Costs/ Clerks Salary
(PM2022/020) DD (6/8/21)	£35.00	I.C.O.	Annual subscription	LGA 1972 S.111	Prof. fees / Subs
TOTAL	£726.09				

Virements between budget headings for Approval:

Amount	FROM	TO
£67.86	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 11/08/2021	£12,474.22
Less Payments pending	£2,267.53
Plus receipts Received (after Balance date)	£0.00
Less Money held as reserves	£9,350.00
Available Balance	£856.69

Bank Reconciliation as of 31st August 2021.

	AMOUNT	TOTAL
Balance per bank statement as at 31st March 2021:	£12,497.98	£12,497.98
Less: total of Payments	£5,506.79	£6,991.19
Plus: total of Receipts	£3,215.50	£10,206.69
Less: Payments unrepresented at 11/08/2021	£2,267.53	£12,474.22
Bank Total as at 11th August 2021		£12,474.22

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

Opening Balance 1 April 2021 (box 7 of accounting statement)	£12,497.98
Add: Receipts in the year to date	£3,215.50
Less: Payments in the year to date	£5,506.79
Plus: Payments unrepresented at 11/08/2021	£2,267.53
Closing balance per cash book as at 31st August 2021	£12,474.22

Signed as a true record: Steve Blakeman

Printed: Cllr. S. Blakeman. Date: 28th September 2021