

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 25th January 2022, 7.30pm at Exbourne Village Hall.

Cllrs Present: Steve Blakeman (Chair), Ulrik Lawson, Dave Stuart & Michael Brady

Also in Attendance: Alice Turner (Parish Clerk) and 2 members of the public

BUSINESS TRANSACTED.

1.1.22: Welcome.

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

2.1.22: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting.

The Council was informed that the Clerk had received a letter of resignation from Cllr Hedley effective with immediate effect, WDBC have been notified and the official notice has been put up. Apologies were received from Cllr Cobb (personal reasons).

Cllr Blakeman proposed that apologies from Cllr Cobb (personal reasons), Cllr Guy (personal reasons) be approved, seconded Cllr Lawson. All in Favour – Motion Carried. (RR2021/064)

3.1.22: 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 30th November 2021.

Cllr Stuart proposed that the minutes of the meeting held on Tuesday 30th November 2021, seconded Cllr Brady. 3 in favour, 1 abstention. – Motion Carried. (RR2021/065)

4.1.22: Declarations of Interest.

None declared at this time.

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

Cllrs to note that this is not an opportunity to discuss items raised by the public.

A member of the public raised a query as to the plans for the Jubilee.

A member of the public raised query as to where the DAAT project was at.

A member of the public asked about tree planting scheme for the Jubilee.

8.1.21 b) DAAT Night landing site (Chair)- moved at Chair's discretion.

Following presentation of the [DAAT report](#) at the November meeting Cllr to discuss revised plan for the Site, and potential for project viability. Cllrs discussed the project viability and agreed to start a Crowdfunding campaign, Cllr Stuart proposed that the Council proceed with the project to install a DAAT night landing light and associated infrastructure at the playing field and authorise the Clerk to facilitate this, seconded Cllr Brady. All in Favour – Motion Carried. (RR2021/066)

8.1.22 c) Arrangements to celebrate the Platinum Jubilee of H.M. The Queen (Cllr Brady)

The Bank holiday is Thursday 2nd June & Friday 3rd June and national celebrations will also run over the weekend of the 4th & 5th. I believe any arrangements should be co-ordinated between village organisations for events in Exbourne and/or Jacobstowe. The official plans for the jubilee can be found on www.royal.uk/platinum-jubilee-central-weekend other guidance can be found at www.platinumjubilee.gov.uk/

Cllr Blakeman proposed that the Council approve up to £300 for jubilee coins for the school Children, seconded Cllr Lawson. All in Favour – Motion Carried. (RR2021/067)

Members of the public agreed to form a working group to look at possible events and requirements for the Jubilee. Item to be added to the February agenda.

6.1.22: To receive report from County & Borough Cllrs.

a) County Cllr James McInnes – No report received.

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

7.1.22: Planning.

a) New Planning Applications: (click on the application details to view planning documents)

- i. **4599/21/FUL Erection of a building for agricultural storage at Land at SX 617 103, Exbourne, EX20 3QU** – deadline 10th February – Consulted as a neighbouring Parish.
No Comment from Council.
- ii. **4609/21/VAR Application for variation of condition 2 (approved plans) of planning consent 3302/20/HHO at Ruddle House, Fore Street, Exbourne, EX20 3RU** – deadline 10th February.
Cllr Lawson proposed that the Council Support application 4609/21/VAR, seconded Cllr Blakeman. 3 in favour, 1 abstention. – Motion Carried. (RR2021/068)
- iii. **0115/22/ARC Application for approval of details reserved by conditions 4.1, 5 and 7 of planning consent 2086/20/LBC at The Old Mill, Jacobstowe, EX20 3RE** – deadline 24th February
Cllr Lawson declared a personal interest and indicated he would abstain from any vote.
Cllrs discussed and Cllr Blakeman proposed that the Council support application 0115/22/ARC as long as the Conservation officer has no objections, seconded Cllr Stuart. 3 in favour, 1 abstention. – Motion Carried. (RR2021/069)

b) Other Planning matters, for information only unless listed on the agenda:

- i. **Acceptance of Cllr Brady's Draft Conservation Area Appraisal as a basis on which to seek adoption by the West Devon Borough Council in accordance with the current Plymouth and South West Devon Supplementary Planning Document Paras 4.123, & 17.1 to 17.6. (Chair)** – Deferred to February meeting to allow the monitoring officer to be consulted.
- ii. **Planning: Replacement Garage adjacent to rear of the Old Bakery and currently understood to be used in conjunction with Hayfield House. (Cllr Brady)**
Cllr Blakeman declared a personal interest. Cllr Brady raised concerns about the cladding. Following discussions Cllrs felt that no action was required at this time.
- iii. **Risk of deterioration of the roadside (west) wall of The Church House ruin, due to growth of ash trees immediately behind. (Cllr Brady)**
Cllr Brady raised concerns about the condition of the wall. Cllrs discussed and asked the Clerk to write to the Church Council on this matter – **Action: Clerk.**
- iv. **Planning Enforcement Case 024918 - Clifton View (Adjacent to Wood Close), Exbourne. (Clerk)**
Alleged Breach of 2263/17/ARM - Fencing Instead of Hedging at Clifton View, High Street, Exbourne, Devon, EX20 3SA. The enforcement team have been to the site and met with the developer, most actions are allowed under permitted developments, the fences erected to either side of no.9 to have been erected where a Devon hedge bank should have been created. After meeting with the developer and bringing the matter to the attention of the prospective purchaser, these have now been removed and the landscaping plan complied with. As such the enforcement team are satisfied and have closed the case.
Email received from the Enforcement officer:
Having received this case, I reviewed the plans and visited the site. I identified the fences erected to either side of no.9 to have been erected where a Devon hedge bank should have been created. After meeting with the developer and bringing the matter to the attention of the prospective purchaser, these have now been removed and the landscaping plan complied with.
The fence adjacent the property named Wood Close, was erected by the contractors, at the request of the owners of the house and at their expense. This fence is behind the hedge bank, which is as per the landscape plan and not part of the plan itself. This fence as erected, would be permitted development.
The only other fence which is not as per the landscape plan, is 1m high and to the front of the bin store. This fence is fitted behind the hedge bank, which is as per the landscape plan and the developer advises that this was added to protect the bin store from wind disruption.

This fence would not be considered for enforcement action, as it could be added as permitted development, after completion and does not affect the visual amenity of the development.

Whilst the hedge whips which have been planted are currently small, they will naturally grow and reduce the visibility of both fences in time.

I am now satisfied that this development is appropriately in line with that agreed and have closed this case accordingly.

[Cllr Brady proposed that the enforcement officer be contacted to raise concern that the hedge banks are not built as per the plan, seconded Cllr Stuart. All in Favour – Motion Carried. \(RR2021/070\)](#)

8.1.22: Current & New Business.

a) Neighbourhood Plan -Update and discussion representation on the group (Chair)

Cllrs to agree on a representative from the Council to act as a liaison with the Neighbourhood Planning Group - differed to February meeting. The following report was received from the project leader Gaye Langham:

“As of the 1st January 2022 I have taken over from Adam Hedley as Project Leader of the NPG. I would like to take this opportunity to thank Adam for all his hard work over the last few years. Last year the Group held a survey asking the community which of the sites put forward for development they preferred. The results are published on the NPG web site. (See below for details). Since that time, we have been beaver away to prepare a draft neighbourhood plan (NP). Our efforts have been hampered by the impact of Covid and a shortage of staff at West Devon Borough Council (WDBC). We have also had to amend the original draft plan as the government issued a new National Planning Policy Framework (NPPF) in 2021 and WDBC have made various amendments to their Joint Local Plan (JLP). Both of these legal documents direct what is required in a draft NP.

We are making progress but at the moment I am unable to say when the draft NP will be ready for the community to give its views. Please see the web site at

<http://www.exbournenp.org.uk/community/exbourne-neighbourhood-plan> for more detail of the plan. This domain will change in February/March and will become part of the Parish Council web site.”

b) [DAAT Night landing site](#) (Chair) – Moved at the Chair’s discretion.

c) [Arrangements to celebrate the Platinum Jubilee of H.M. The Queen](#) (Cllr Brady) – Moved at the Chair’s discretion.

d) Consideration of Clerks attendance at SLCC Practitioners conference 15th to 17th February 2022 & for the Council to pay ¼ of cost which will be £18.75 (£22.50 Inc. VAT) (Chair)

[Cllr Blakeman proposed that the Council approve the Clerks attendance at SLCC Practitioners conference 15th to 17th February 2022 and that the Council pay a ¼ of cost which will be £18.75 \(£22.50 Inc. VAT\), seconded Cllr Sturt. All in Favour – Motion Carried. \(RR2021/071\)](#)

e) Discussion on Guest Speaker for Annual Parish Meeting, Cllrs to also agree on possible date for meeting. (Chair)

It was suggested that the Clerk contact WDBC and ask if a speaker was available to talk on the new Strategic Plan – **Action: Clerk.**

Cllrs agreed to hold the Annual Parish Meeting on the 5th April 7.30pm in Exbourne Village Hall.

f) To Consider Annual Planner January 2022 to April 2023 ([available on the website](#)) (Clerk)

Cllrs agreed to hold the June & October meetings at Jacobstowe with all other meetings held at Exbourne. [Cllr Blakeman proposed that the Council approve the Annual Planner January 2022 to April 2023 with the June & October meetings at Jacobstowe with all other meetings held at Exbourne, seconded Cllr Stuart. All in Favour – Motion Carried. \(RR2021/072\)](#)

9.1.22: Clerks Reports – to include:

a) Approval of Overtime as presented at the meeting.

[Cllr Blakeman proposed that 7.5hours of overtime as shown in PM2022/032 be approved for payment, seconded Cllr Stuart. All in Favour – Motion Carried. \(RR2021/073\)](#)

b) Notice of discussion on change to Council Policy reviews at February meeting – Noted.

- c) Finance Group to carry out Review of effectiveness of Internal Audit for consideration at the February meeting – Noted.

10.1.22: Finance (Clerk)

a) To consider financial schedule as presented by the Clerk at the meeting ([Appendix A](#)). Cllr Blakeman proposed that the financial schedule including virements and bank reconciliation as presented by the Clerk be approved, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/074)

b) To receive the 3rd Quarter budget report 2021-2022 ([Appendix B](#)) – Noted.

c) To consider the 2nd draft 2022-2023 budget ([2022-2023 Budget as approved can be found in Appendix C](#))

Cllr Blakeman proposed that the Council approve a budget for 2022-2023 of £7490 and authorise a precept request of £7490, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/075)

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

- Cllr Lawson raised query about cleaning of gateway signage.
- Cllr Lawson asked for the footpath from Jacobstowe church to Exbourne - Registration and maintenance to be added to the February agenda.
- Cllr Brady raised a query about addresses for planning applications. Chair agreed to add to February agenda.

12.1.22: Confirmation of date, location and time of next meeting (Chair):

Tuesday 22nd February 2022 7.30pm in Jacobstowe Church.

There being no further business the Chair declared the meeting closed at 9.20pm

Appendix A: Financial Schedule.

Payments for authorisation (retrospective):

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/029	£15.00	Alice Turner	Hall Hire November 2021	LGA 1972 S.111	Admin/Hall Hire
PM2022/030	£44.55	Alice Turner	Clerk Expenses (Dec '21 & Jan '22)	LGA 1972 S.111 & S.112	Staff Costs/ Office Exp. & Clerks Costs
PM2022/031 (Chq dated 07/02/22)	£251.79	Alice Turner	Clerks Salary (January 2022)	LGA 1972 s.112	Staff Costs/ Clerks Salary
TOTAL	£311.34				

Virements between budget headings for Approval:

Amount	FROM	TO
£60.03	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 14/01/2022	£12,531.66
Less Payments pending	£500.23
Plus receipts Received (if after Balance date)	£0.00
Less Money held as reserves	£9,350.00
Available Balance	£2,681.43

Bank Reconciliation as of 14th January 2022.

	AMOUNT	TOTAL
Balance per bank statement as at 31st March 2021:	£12,497.98	£12,497.98
Less: total of Payments	£6,897.55	£5,600.43
Plus: total of Receipts	£6,431.00	£12,031.43
Plus: Payments unrepresented at 14/01/2022	£500.23	£12,531.66
Bank Total as at 14th January 2022		£12,531.66

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	£6,431.00
Less: Payments in the year to date	£6,897.55
Plus: Payments unrepresented at 14/01/2022	£500.23
Closing balance per cash book as at 14th January 2022	£12,531.66

Appendix B: 3rd Quarter Budget report 2021-2022

Income:

INCOME	2021/22 Budget	Income to 31-12-2021	Difference
Precept	£6,431.00	£6,431.00	£0.00
Grant	£0.00	£0.00	£0.00
TOTAL	£6,431.00	£6,431.00	£0.00

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

Expenditure:

	2021/2022 (Revised) Budget inc. Virements	Spend to 31-12-2021	Budget remaining	Under / On / Over Budget
STAFF COSTS	£3,608.80	£2,885.15	£723.65	Under
Clerk Salary & Costs	£3,008.80	£2,403.45	£605.35	Under
Office expenses	£600.00	£481.70	£118.30	Under
ADMIN	£1,611.20	£853.94	£757.26	Under
Insurance	£620.00	£611.89	£8.11	Under
Hall Hire	£150.00	£60.00	£90.00	Under
Neighbourhood Plan (Non-Grant)	£641.20	£153.30	£487.90	Under
Training	£200.00	£28.75	£171.25	Under
RUNNING COSTS	£250.00	£0.00	£250.00	Under
Lengthsman	£250.00	£0.00	£250.00	Under
PROF. FEES	£305.00	£300.99	£4.01	Under
Audit	£150.00	£150.00	£0.00	On
Subs (DALC/NALC & ICO)	£155.00	£150.99	£4.01	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
Expenditure From Reserves	£350.00	£350.00	£0.00	On
Unbudgeted Expenditure	£0.00	£17.28	-£17.28	Over
TOTAL	£6,425.00	£4,690.08	£1,734.92	Under

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

Prepared by Alice Turner R.F.O

Appendix C: 2022-2023 Budget as approved at the meeting.

Income

INCOME	2021/22 Budget	Income to 31-12-21	Predicted YE	Draft 2022/2023 Budget
Precept	£6,431.00	£6,431.00	£6,431.00	£7,490.00
Grant	£0.00	£0.00	£0.00	£0.00
TOTAL	£6,431.00	£6,431.00	£6,431.00	£7,490.00

Expenditure

	2021/22 Budget (including Virements)	Expenditure to 31-12-21	Predicted YE	Draft 2022/2023 Budget
STAFF COSTS	£3,608.80	£2,885.15	£3,710.23	£4,150.00
Clerk Salary & Costs	£3,008.80	£2,403.45	£3,130.23	£3,500.00
Office expenses	£600.00	£481.70	£580.00	£650.00
ADMIN	£1,611.20	£853.94	£1,451.89	£1,925.00
Insurance	£620.00	£611.89	£611.89	£675.00
Neighbourhood Plan	£641.20	£153.30	£460.00	£1,000.00
Training	£200.00	£28.75	£200.00	£50.00
Hall Hire	£150.00	£60.00	£180.00	£200.00
RUNNING COSTS	£250.00	£0.00	£0.00	£250.00
DAAT	£0.00	£0.00	£0.00	£250.00
Lengthsman	£250.00	£0.00	£0.00	£0.00
PROF. FEES	£305.00	£300.99	£300.99	£340.00
Audit Fees	£150.00	£150.00	£150.00	£175.00
Subs.(DALC/NALC & ICO)	£155.00	£150.99	£150.99	£165.00
GRANTS/DONATIONS	£650.00	£650.00	£650.00	£375.00
Reserves	£0.00	£0.00	£0.00	£450.00
Clock Maintenance	£0.00	£0.00	£0.00	£250.00
Election	£0.00	£0.00	£0.00	£200.00
TOTAL	£6,425.00	£4,690.08	£6,113.11	£7,490.00

Signed as a true record: Steve Blakeman

Printed: Cllr. S. Blakeman **Date:** 22nd February 2022