

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 22nd February 2022 **7.30pm at Jacobstowe Church.**

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

Also in Attendance: Alice Turner (Parish Clerk) and 3 members of the public

BUSINESS TRANSACTED.

1.2.22: 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.

2.2.22: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. Apologies were also received from Borough Cllr Ratcliffe and County Cllr McInnes.

3.2.22: 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 25th January 2022.

[Cllr Lawson proposed that the minutes of the 25th of January 2022 be signed as a true and accurate record, seconded Cllr Stuart. All in Favour – Motion Carried. \(RR2021/076\)](#)

4.2.22: Declarations of Interest.

Cllr Blakeman declared an existing Disclosable Pecuniary Interest (DPI) in items 7.2.22 a) ii) & iii) due to his employment.

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

A member of the public raised query why certain planning applications are not on agendas – the Clerk responded that notification had not received from WDBC. The member of the public also asked when the meeting with the Conservation officer and Planning Dept. would be happening. A member of the public raised concern on item 7.2.22 b) iii) as summarised below:

- The author isn't an expert in conservation and therefore not in a position to make meaningful assessments of what is - and isn't - important in terms of conservation.
- The owners of properties included in the report have had no opportunity to correct inaccuracies or challenge the content. Is there going to be a public consultation?
- Has the Parish Council considered possible vested interests or potential conflict of interests?
- The report refers to Important Open Spaces throughout. It shows maps of the location of Important Open Spaces in the village. This planning designation no longer exists.
- The assessment is - in places - political. The author criticises current government planning policy. An assessment of this kind is not a vehicle in which to campaign or pursue a personal political agenda.

6.2.22: To receive report from County & Borough Cllrs.

a) County Cllr James McInnes – No report received.

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

7.2.22: Planning.

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

- i. [0286/22/VAR Application for variation of condition 2 \(approved plans\) of planning consent 3672/21/HHO at Jubilee Cottage, Duck Lane, Exbourne, EX20 3RX](#) – Deadline 17th March 2022.

Cllr Blakeman gave an overview of the application and Cllr Brady raised concerns as to the size of the extension and the detrimental effect, following discussions [Cllr Brady proposed that the Council object to application 0286/22/VAR as the increased size of the porch is in](#)

appropriate in this location and is not in keeping with the conservation area, seconded Cllr Blakeman. 3 in favour, 2 abstentions – Motion Carried. (RR2021/077)

- ii. 0236/22/FUL Application for consent to fit 18 photo-voltaic panels onto roof of outbuilding together with associated electronic management equipment and connection via cable to electricity consumer unit in main house. At Glebe House Exbourne, EX20 3RD – Deadline 17th March 2022.

- iii. 0237/22/LBC Listed Building Consent to fit 18 photo-voltaic panels onto roof of outbuilding together with associated electronic management equipment and connection via cable to electricity consumer unit in main house at Glebe House Exbourne, EX20 3RD – Deadline 17th March 2022.

Cllr Blakeman left the room due to his DPI and Cllr Stuart took the Chair.

Cllrs agreed to discuss ii) and iii) together as they relate to the same property.

Following discussion on the applications Cllr Lawson proposed that the Council support applications 0236/22/FUL & 0237/22/LBC, seconded Cllr Guy. All in Favour – Motion Carried. (RR2021/078) Cllr Blakeman returned to the room and re-took the Chair.

- iv. 0371/22/TCA G1: Ash - Section fell all stems to a 5m monolith. Trees suffering with advanced symptoms of ash dieback and overhanging neighbouring garden at Town Living Farm, Exbourne, EX20 3RX – Deadline 1st March

Cllrs discussed the application and Cllr Blakeman proposed that the Council support the application as long as tree officer has no objections. Should the tree officer feel that complete removal is necessary to stop ash die back then the council would be in support and would ask that a replacement native tree should be planted, seconded Cllr Brady. All in Favour – Motion Carried. (RR2021/079)

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

- i. **Planning Enforcement Case 024918 - Cliston View (Adjacent to Wood Close), Exbourne. Cllrs to review draft letter to Enforcement officer as circulated. (Cllr Brady)**

Cllrs discussed the letter as circulated by Cllr Brady to the Council and Cllr Brady proposed that the letter in relation to Planning Enforcement Case 024918 as circulated be sent to the enforcement officer at WDBC, seconded Cllr Blakeman. 3in favour 2 objections. – Motion Carried. (RR2021/080) – **Action: Clerk**

- ii. **Discussion on addresses for planning applications. (Cllr Brady)**

Cllr Brady raised concerns that the address which are used are incorrect following discussions Cllr Blakeman agreed to look into this and suggested that it be added to the May Agenda.

- iii. **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. - Deferred from January meeting to allow the monitoring officer to be consulted. (Chair)**

2 letters of Concern from Parishioners were submitted to the Council and had been circulated to Cllrs by the Clerk prior to the meeting.

Cllr Blakeman said that he felt that owners of named or identifiable properties should be consulted on the contents of the appraisal before it is presented for approval, and felt that more than one person should be involved.

Cllr Guy felt that it should have been created by a group rather than an individual, Cllr Brady responded that he had asked for volunteers in the past and had no response.

Cllrs discussed the comments raised by the parishioner and the next steps.

Cllr Blakeman proposed that before the Council move the Conservation Area Appraisal report forward that the owners of the properties with are identifiable or named are asked to give their comments and the whole document should be peer reviewed by the conservation officer and Parish Councillors with the comments taken into consideration before the Council discusses at a Full Council meeting to resolve on the way forward, seconded Cllr Guy. All in Favour – Motion Carried. (RR2021/081)

- iv. **Discussion on addresses for planning applications. (Cllr Brady) Removed as duplicated.**

- v. The Clerk reported that the following application has been received: 0332/22/FUL Erection of three dwellings Land at SX 599 102 Land to the North of Town Living Cross, Exbourne, EX20 3SH – Deadline 24th March, Target Date: 11th April – This would be added to the next Agenda.

8.2.22: Current & New Business.

- a) **Neighbourhood Plan -Update and discussion representation on the group (Clerk)**
Cllrs to agree on a representative from the Council to act as a liaison with the Neighbourhood Planning Group.
Cllr Stuart proposed that the Council appoint the Clerk to act as their representative on the Neighbourhood Plan Group, seconded Cllr Guy. All in Favour – Motion Carried. (RR2021/082)
- b) **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. Cllrs to receive update on arrangements from working group. 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/
Deferred to March Agenda.
- c) **Footpaths - discussion on registration and maintenance including footpath from Jacobstowe Church to Exbourne (Cllrs Lawson & Brady)**
Cllrs discussed the matter and asked the Clerk to write to DCC P3 co-ordinator and report the bridge on footpath number one as a health and safety concern – **Action: Clerk**
- d) **Consideration to amend frequency of Council Policies reviews as presented at the meeting (Clerk)**
Cllrs discussed the [proposed schedule of policy reviews for the next 2 years as presented by the Clerk \(see Appendix A\)](#) and Cllr Blakeman proposed that the schedule of policy reviews be approved, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2021/083)
- e) **Great British Spring Clean 2022 – [Cllrs to discuss participation in the scheme 25th March to 10th April 2022](#) (Chair)**
Cllrs discussed and felt unable to take action at this time.

9.2.22: Clerks Reports – to include:

- a) **Approval of Overtime as presented at the meeting.**
Cllr Stuart proposed that the 6 hours of overtime as detailed in PM2021/033 be approved and paid subject to PAYE deductions, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2021/084)
- b) **Clerk & Cllr Stuart to carry out Review of effectiveness of Internal Audit for consideration at the March/April meeting.**
- c) **To receive information on Project Wingspan via OPPC.**
During 2022, Wildlife Crime Officers and the Rural Affairs Team in Devon and Cornwall Police will be promoting Project Wingspan.
Project Wingspan is a force-wide campaign to highlight the national wildlife crime priorities by working with partners to raise public awareness and to prevent wildlife crime across Devon and Cornwall. Please read [the PDF outlining the principles of the project](#) and [the letter to Parish Councils explaining more](#).
- d) **Digital Inclusion Survey – Request for Cllr and public to complete.**
- e) **Reminder that the Clerk will be on Annual leave from the 28th February for 1 week.**

10.2.22: Finance (Clerk)

- a) **To consider financial schedule as presented by the Clerk at the meeting.**
Cllr Stuart proposed that the financial schedule including virements as presented by the Clerk be approved, seconded Cllr Guy. All in Favour – Motion Carried. (RR2021/085)

11.2.22: Cllrs Reports (for information only) & Items for future agendas – Nothing raised.

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

Tuesday 29th March 2022 7.30pm in Exbourne Village Hall - Please note that any changes to meeting dates or venue will be posted on the Website.

There being no future business for discussion the Chair closed the meeting at 9.05pm

Appendix A: Schedule of Council Policy Reviews May 2022 – April 2024.

May 2022- April 2023:

Policy Number	Policy Title	Meeting scheduled for Review
EJPC/001	Standing Orders	May
EJPC/002	Code of Conduct	May
EJPC/003	Financial Regulations	May
EJPC/004	Scheme of Delegation	May
EJPC/005	Data Retention & Disposal policy	February
EJPC/006	Internal Control & Audit Policy	February
EJPC/008	Lone Worker Policy	July
EJPC/010	Health & Safety Policy	July
EJPC/013	Disciplinary Procedure	September
EJPC/014	Risk Management Policy	June
EJPC/015	Data Protection Policy	June
EJPC/016	Training Policy	October
EJPC/020	Freedom of information & Publication Policy	October
EJPC/021	Reserves Policy	November

May 2023 – April 2024:

Policy Number	Policy Title	Meeting scheduled for Review
EJPC/001	Standing Orders	May
EJPC/002	Code of Conduct	May
EJPC/003	Financial Regulations	May
EJPC/004	Scheme of Delegation	May
EJPC/006	Internal Control & Audit Policy	February
EJPC/007	Anti-Fraud & Corruption Policy	September
EJPC/009	Equality & Diversity Policy	September
EJPC/011	Confidential Reporting Policy	October
EJPC/012	Complaints & Grievances Procedure	February
EJPC/014	Risk Management Policy	June
EJPC/015	Data Protection Policy	June
EJPC/017	Press & Media policy	October
EJPC/018	Removable Media Policy	July
EJPC/019	Cllr Emails and Own Device Policy	July
EJPC/021	Reserves Policy	November

Appendix B: Financial Schedule

Payments for authorisation (retrospective):

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/032	£26.55	Alice Turner	Clerk Expense Feb 2022	LGA 1972 S.111 &S.112	Staff Costs/ Office Exp. & Clerks Costs
PM2022/033	£239.13	Alice Turner	Clerks Salary (Feb 2022) Chq dated 07/03/2022	LGA 1972 s.112	Staff Costs/ Clerks Salary
TOTAL	£265.68				

Virements between budget headings for Approval:

Amount	FROM	TO
£7.83	Admin / NP(NG)	Staff Costs / Clerks Salary & Costs
£83.73	Grants/Donations	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 15/02/2022	£12,046.43
Less Payments pending	£280.68
Plus receipts Received (after Bank date)	£0.00
Less Money held as reserves	£9,350.00
Available Balance	£2,415.75

Signed as a true record: Steve Blakeman

Printed: Cllr. S. Blakeman. Date: 5th April 2022