

Exbourne with Jacobstowe Parish Council.

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Minutes of the Annual Council meeting held on Tuesday 31st May 2022 7.30pm at Exbourne Village Hall.

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

Also in Attendance: Alice Turner (Parish Clerk) and 2 members of the public. Cllr Ratcliffe arrived at 8.25pm.

BUSINESS TRANSACTED.

1.5.22: 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.

2.5.22: Election of Chair

Cllr Stuart proposed that Cllr Blakeman be elected as Chair, seconded Cllr Guy. Cllr Blakeman accepted the nomination. No other nominations were received. **All in Favour – Motion Carried.** (RR2022/001) Cllr Blakeman signed the declaration of acceptance of office form.

3.5.22 Election of Vice-Chair

Cllr Blakeman proposed that Cllr Stuart be elected as Vice-Chair, seconded Cllr Brady. Cllr Stuart accepted the nomination. No other nominations were received. **All in Favour – Motion Carried.** (RR2022/002) Cllr Stuart signed the declaration of acceptance of office form.

4.5.22 Co-option Vacancies (Chair)

Cllrs to consider candidates who have been confirmed as eligible to stand prior the Meeting. There is currently one vacancy for Exbourne Ward. No candidates came forward.

5.5.22 Apologies for absence: None received

6.5.22: Minutes of the Last Meeting. Draft Minutes available on the website.

Cllrs to consider the approval of Minutes of the meeting held Tuesday 26th April 2022. Deferred as Cllrs raised issues on content, Clerk to review and bring to next meeting.

7.5.22: Declarations of Interest - None declared at this time.

8.5.22: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).

Members of the public spoke on the management of the Playing Field and also the Queen's green Canopy scheme.

9.5.22: To receive reports from County Cllr. McInnes & Borough Cllrs Ratcliffe.

Cllr Ratcliffe reported that Westminster is considering a bill to allow Local Authorities to charge up to 100% of Council tax on second Homes. Rough Sleepers – WDBC are working to help and asked for Parish Councils to report any they know of.

10.5.22 Year End Financial documents. (Clerk) Documents available on the website.

a) To receive Internal Auditors Report for financial year 2021-22.

Noted by Cllrs.

b) To approve Certificate of Exemption from External Audit for the 2021-2022 year.

Cllr Blakeman proposed that the Council meets the criteria for exemption and should approve the Certificate of exemption for 2021-2022 financial year, seconded Cllr Guy. **All in Favour – Motion Carried.** (RR2022/003)

c) To complete and approve Annual Governance Statement 2021-22.

Cllr Blakeman read out the assertions and Cllrs responded, Cllr Blakeman proposed that the Council approve the Annual Governance Statement 2021-22 as discussed and completed at the meeting, seconded Cllr Stuart. **All in Favour – Motion Carried.** (RR2022/004)

- d) **To approve Annual Accounting Statement 2021-22 & supporting documents.**
Cllr Blakeman proposed that the Council approve the Annual Accounting Statement 2021-22 and supporting documents, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2022/005)

- e) **Dates for Exercise of Public rights. (1st June 2022 to 14th July 2022) where noted.**

11.5.22 Council Documents & Policies - Cllrs to consider/review the following policies:

- a) **EJPC 001 Standing Orders V2.0 R1**
- b) **EJPC 002 Code of Conduct V2.0 R1**
- c) **EJPC 003 Financial Regulations V2.0 R1**
- d) **EJPC 004 Scheme of Delegation V1.0 R2**

Cllrs discussed the policies presented and queries were raised over EJPC 004 Scheme of Delegation the Clerk agreed to review the document and bring back to a future meeting for consideration.

Cllr Blakeman proposed that EJPC 001 Standing Orders V2.0 R1, EJPC 002 Code of Conduct V2.0 R1 and EJPC 003 Financial Regulations V2.0 R1 be approved with out amendment, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2022/006)

12.5.22 Annual Review and approval of:

- a) **Cllrs membership on external groups as discussed at the meeting.**

Cllrs agreed to disband the Finance group and other positions were agreed as below.

Internal Groups	
Asset Inspection	Cllrs assigned assets annually.
External Groups	
Northern Links	Cllr Blakeman
Exbourne Playing Fields	Cllr Guy
School Liaison	Cllr Guy
P3 Co-ordinator (Parish Paths Partnership)	VACANCY
Village Hall Committee	Cllr Brady
Neighbourhood Plan Group	Clerk
DCC Highway's liaison	Clerk

- b) **Asset register – to review and amend as required.**

Cllrs instructed the Clerk to add the weathervane for a value of £1. Also, to add location of weathervane to July Agenda

- c) **To Review & Approve the Council's insurance as presented at the meeting.**

The Clerk presented the renewal information to the Council and Cllr Blakeman proposed that the Council approve the renewal of the Insurance for £665.95, seconded Cllr Stuart All in Favour – Motion Carried. (RR2022/007) *Power to spend: LGA 1972 s.111 Budget: Admin/Insurance.*

13.5.22: Planning - Click on the application to view the planning documents. (Chair)

- a) **New Applications:**

- i. **1579/22/CLE Certificate of Lawfulness for existing change of occupancy use from holiday cottage (Class C3) to residential annexe (Class C3) at Shilstone Farm, Exbourne, EX20 3QS – Deadline 17th May 2022.**

Cllrs discussed the application and agreed to make no Comment on this application.

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

- i. **0006/22/FUL Change of use of land to provide an extension to existing Gypsy & Traveller site at Berrydown Farm, Exbourne, EX20 3QS – Adjoining Parish. Target determination date 28/06/2022.**

Cllrs asked for this application to be added to the to the next Agenda for discussion and response.

14.5.22: Current & New Business.

a) Neighbourhood Plan -Update and discussion on Physical meeting with the group (Clerk)

The Clerk reported that a physical meeting has been arranged for Wednesday 29th June at 7.30pm in Exbourne Village Hall. The Neighbourhood plan group will be meeting on the 9th of June at 8pm via Zoom, the agenda and zoom link will be available on the [Neighbourhood plan group meetings page on the website](#).

Cllrs discuss possible questions for the physical meeting, for example requesting a report on General progress how much it is going to take – detailed overview on themes.

b) Arrangements to celebrate the Platinum Jubilee of H.M. The Queen (Cllr Brady/Chair)

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/ - Leaflets delivered in Exbourne.

15.5.22: Finance (Clerk) Documents available at the meeting.

a) To approve financial schedule of payments as presented at the meeting.

Cllr Blakeman proposed that the financial schedule of payments as presented be approved, seconded Cllr Guy. All in Favour – Motion Carried. (RR2022/008)

16.5.22: Clerks Reports:

a) Update Request from the Village Hall Committee to Contact WDBC & DCC to install signage at both ends of Hayfield Road & Arrangements for site visit with DCC NHO.

The Clerk reported that a meeting had been requested, she would let Cllrs know when she received dates/times from the NHO.

b) Notification of new employment as Clerk & RFO to East Worlington Parish Council & Spreyton Parish Council.

c) Approval of Overtime as presented at the meeting – None submitted.

17.5.22 Cllr Reports & items for future agendas: No items raised.

18.5.22: Confirmation of the next Council meeting:

The next meeting will be on Tuesday 28th June 2022 at 7.30pm at Jacobstowe Church.

Please note that any changes to meeting dates or venue will be posted on the Website.

There being no further business the Chair closed the meeting at 8.55pm.

Appendix A: Financial Schedule.

Payments for authorisation (retrospective):

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM23/007	£100.00	Colin Jones	Annual Hosting of Website	LGA 1972 S.111	Staff Costs/Office Exp.
PM23/008	£442.89	Alice Turner	Clerks Expenses May 2022	LGA 1972 S.111, S.137 & S.112	Staff Costs / Salary + Staff Costs/Office Exp.+ Grants /Grants
PM23/009	£655.95	Insurance (re-imbursement to A. Turner)	Clerks Expenses April 2022	LGA 1972 S.111	Admin/Insurance
PM23/010	£187.25	Alice Turner	Salary (May 2022) Chq dated 6/6/22	LGA 1972 S.112	Staff Costs / Salary
TOTAL	£1,386.09				

Receipts for Information:

Payment ref	Payment method	Details	Amount
PR23/001	Bacs	1st Half Precept	£3,745.00
PR23/002	Bacs	2020-2021 Vat Reclaim	£483.66
PR23/003	Bacs	2021-2022 Vat Reclaim	£303.52
TOTAL			£4,532.18

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

Amount	Details
£1,800.00	Election cost (Earmarked Reserve)
£1,500.00	Jacobstowe LEM/ Burial Ground (Earmarked Reserve)
£2,000.00	Maintenance Fund (Earmarked Reserve)
£1,000.00	Local Grants (Earmarked Reserve)
£50.00	IT Fund (Earmarked Reserve)
£3,000.00	General Reserve
£370.45	NP Fund (Earmarked Reserve)
£150.00	Training (Earmarked Reserve)
£139.30	Staff Costs (Earmarked Reserve)
£250.00	Lengthsman (Earmarked Reserve)
£10,259.75	TOTAL

Bank Situation:

Bank Total 12/05/2022	£15,898.07
Less Payments pending	£1,948.79
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£10,259.75
Available Balance	£3,689.53

Signed: Steve Blakeman Date: 30th August 2022