

Exbourne with Jacobstowe Parish Council.

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Minutes of the Council meeting held on Tuesday 24th January 2023 7.30pm at Exbourne Village Hall.

Cllrs Present: Steve Blakeman (Chair), Ulrik Lawson & John Guy.

Also in Attendance: Alice Turner (Parish Clerk), and 3 member of the public.

BUSINESS TRANSACTED.

1.1.23: Welcome - Chair to open the meeting

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, the recording will be deleted once minutes are drafted.

2.1.23 Apologies for absence: to consider apologies received (with reasons).

Cllr Brady proposed that apologies for absence from Cllr Cobb, Cllr Spittles, Cllr Stuart & Cllr Brady be approved, seconded Cllr Lawson. All in Favour – Motion Carried. (RR2022/050)

3.1.23: Minutes of the Last Meeting. Draft Minutes available on the website (from 20/01/23).

Cllrs to consider approval of Minutes of meeting held: 29th November 2022.

Cllr Lawson proposed that the Minutes of the meeting held on the 29th November 2022, be approved as a true and accurate record, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2022/051)

4.1.23: Declarations of Interest – the following interests were declared.

7.1.23a) Cllr Lawson – Prejudicial interest - owner of the Tree.

7.1.23 e) Cllr Blakeman – Disclosable Pecuniary Interest - Agent for the appeal.

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

It was reported that the new Playing Field Committee have had 3 meetings, and are working on the DAAT project. The Committee will be setting up a new website and have registered for gift aid. The Jacobstowe Community Group have made the Exbourne Playing Field Committee their charity for the year.

8.1.23 c) Discussion on the Coronation of HM the King on the 6th of May 2023. (Chair)

Following discussion, the Council agreed to host an informal meeting to discuss how the Parish could celebrate the Coronation with the proposed date being the 23rd of February if the Hall was available.

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

No reports received from the County or Borough Cllrs.

7.1.23: Planning for consideration - Click on the application to view the planning documents.

- a) [4289/22/TPO - T001: Oak - Crown lift to 3 metres for pedestrian clearance, deadwood removal, Lateral reduction on south-west & west side of crown by up to 1.5 metres in order to balance the weight, Crown height reduction by up to 2 metres to lessen increased wind sail caused by fallen nearby beech at Jacobstowe House, Jacobstowe, EX20 3RG](#) – Target determination: 1st February 2023 - Not discussed as meeting would not be quorate.
- b) [4085/22/ARC Application for approval of details reserved by condition 8 \(joinery\) of planning consent 2789/21/FUL at The Old Mill, Jacobstowe, EX20 3RE](#) – Target determination: 30th January 2023 - Not discussed as meeting would not be quorate.
- c) [4520/22/NMM Application for non-material minor amendment to planning consent 1566/20/FUL for changes to approved model of temporary agricultural worker's dwelling at Land at SS 608 102 Hayes, Holebrook Lane, Exbourne](#) – Target determination: 12th January 2023 (application not determined at publication).

Cllr Blakeman gave an overview of the application. Following discussions

Cllr Guy proposed that the Council support application 4520/22/NMM, as the principle of a temporary dwelling has been established, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2022/052)

d) Appeal reference: APP/Q1153/W/22/3308601: Proposal: Erection of three dwellings at Land at SX 599 102, Land to the North of Town Living Cross, Exbourne, EX20 3SH

Appellants name: Mr Ben Blackburn

Appeal start date: 21st December 2022

WDBC application number: 0332/22/FUL

The appeal follows the **refusal** of planning permission by this Council. The appeal will be determined on the basis of written representation.

Any comments made at the application stage will be forwarded to the Planning Inspectorate. Should you wish to make representations, or modify/withdraw your previous representation, you can do so on the Appeals Casework Portal at <https://acp.planninginspectorate.gov.uk> or by e-mailing RT1@planninginspectorate.gov.uk. If you do not have access to the internet, you can send 3 copies to the Planning Inspectorate at Temple Quay House, 2 The Square, Bristol, BS1 6PN, quoting the appeal reference. **All representations must be received by 25th January 2023.**

No comments to be made.

e) Appeal reference: APP/Q1153/W/22/3309267: Proposal: Change of use of land and conversion of building to provide holiday accommodation at Land Adjacent to Hayfield Road, Road from Townsend Farm to Waterhouse Farm Lane, Exbourne

Appellants name: Mr & Mrs I & S Haithwaite

Appeal start date: 17/01/2023

WDBC application number: 2927/21/FUL.

The appeal follows the **refusal** of planning permission by this Council. The appeal will be determined on the basis of written representation.

Any comments made at the application stage will be forwarded to the Planning Inspectorate. Should you wish to make representations, or modify/withdraw your previous representation, you can do so on the Appeals Casework Portal at <https://acp.planninginspectorate.gov.uk> or by e-mailing RT1@planninginspectorate.gov.uk. If you do not have access to the internet, you can send 3 copies to the Planning Inspectorate at Temple Quay House, 2 The Square, Bristol, BS1 6PN, quoting the appeal reference. **All representations must be received by 21st February 2023.**

Not discussed as meeting would not be quorate.

Information relevant to both Appeals:

The Planning Inspectorate will not acknowledge representations; however they will ensure that letters received by the deadline are passed on to the Inspector dealing with the appeal. Please be advised that any representations received after the deadline will not normally be seen by the Inspector and will be returned. I must point out that your views will be disclosed to both parties. A copy of the booklet provided by the Planning Inspectorate, 'Guide to taking part in planning appeals' is available free of charge from us or through <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>. When made, the decision will be published on the Appeals Casework Portal.

8.1.23: Current & New Business.

a) Discussion on Road names including draft letter for consideration (Cllr Brady)

Cllrs agreed that due to Cllr Brady's absence to consider this item at the next meeting.

b) Discussion on Welcome Pack for New residents (Cllr Brady) – In hand.

c) Discussion on the Coronation of HM the King on the 6th of May 2023. (Chair) – moved earlier.

d) Update on Neighbourhood Plan meeting 15-12-22 (Cllr Blakeman)

Cllrs asked for a public meeting to be held in due course.

e) To discuss appointment of Internal Auditor for Internal Audit 2023 (Clerk/Chair)

Cllr Blakeman proposed that the Council approve the appointment of Mrs P. Clapham as internal auditor for the Year End Internal Audit, seconded Cllr Guy. All in Favour – Motion Carried. (RR2022/053)

f) Mayoral Awards Scheme (Chair)

www.westdevon.gov.uk/mayors-awards closing date is 17th February 2023. No action taken.

9.1.23: Finance – Documents available at the meeting (Clerk).

a) Approval of Overtime as presented at the meeting.

Cllr Blakeman proposed that the 11 hours overtime for Council and Neighbourhood Plan group work as detailed in PM23/031 be approved, seconded Cllr Lawson. All in Favour – Motion Carried. (RR2022/054)

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

Cllr Blakeman proposed that the financial schedule of payments as presented at the meeting be approved, seconded Cllr Lawson. All in Favour – Motion Carried. (RR2022/055)

c) Cllrs to receive and discuss the draft Budget and agree precept request for 2023-2024.

Cllrs discussed the [final draft Budget for 2023-24 as presented \(as found in Appendix B\)](#).

Cllr Blakeman proposed that the Council approve a budget figure of £12500 for the 2023-24 financial year and authorise the Clerk to submit a precept request to WDBC for £10500 for the 2023-24 financial year, seconded Cllr Lawson. All in Favour – Motion Carried. (RR2022/056)

10.1.23 Reports & future agendas items (not for debate or decision making at this time):

a) Notice of Annual Leave: 04/02/2023 to 12/02/2023 inclusive. (Clerk) – Noted.

b) Timetable of Proceedings for Parish Council Elections to be held 4th May 2023. (Clerk)

c) Cost of living Survey (Clerk)

[Research](#) commissioned by the RSN last year shows rural areas are suffering more acutely from the rise in the cost of living compared to urban areas. The purpose of the survey is to understand more about rural household budgets at, what is, a very difficult time for many. Results from the survey will help us to engage more effectively with Government Departments, MPs and other policy makers. The survey can be found at:

https://www.surveymonkey.co.uk/r/Rural_Households_Cost-of-Living

Note the survey closes on 31 March 2023.

11.1.23: Confirmation of the meeting on Tuesday 28th February 2023 at 7.30pm at Exbourne Village Hall - Please note that any changes to dates or venue will be posted on the Website.

There being no further business the Chair closed the meeting at 8.45pm.

Appendix A: Financial Schedule.

Payments for authorisation (retrospective):

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM23/029	£15.00	Exbourne Village Hall	Hall Hire (Nov 2022)	LGA 1972 S.111	Admin/ Hall Hire
PM23/030	£66.58	Alice Turner	Expenses (Dec 2022 & Jan 2023)	LGA 1972 S.111 & S.112	Staff Costs / Salary & Staff Costs/Office exp.
PM23/031	£303.28	Alice Turner	Salary (Jan 2023) Chq dated 7/02/23	LGA 1972 S.112	Staff Costs / Salary
TOTAL	£384.86				

Virements for Approval:

Amount	FROM	TO
£46.52	Admin/NP(NG)	Staff Costs/Salary

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

Amount	Details
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£2,000.00	Election cost (Earmarked Reserve)
£1,500.00	Jacobstowe LEM/ Burial Ground (Earmarked Reserve)
£1,987.00	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)
£0.00	Clock Maint. (Earmarked Reserve)
£250.00	Lengthsman (Earmarked Reserve)
£10,446.75	TOTAL

Bank Situation:

Bank Total 15/12/2022	£15,869.63
Less Payments pending	£1,037.34
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£10,446.75
Available Balance	£4,385.54

Appendix B: 2023-24 Budget and precept information as presented.

Income:

	2022/23 Budget	Income to 01-01- 2023	Predicted at Year End	Draft 2023- 24 Budget
Precept	£7,490.00	£7,490.00	£7,490.00	£10,500.00
Other (Grants/Reserves)	£0.00	£0.00	£0.00	£2,000.00
TOTAL	£7,490.00	£7,490.00	£7,490.00	£12,500.00

Expenditure:

	2022/23 Budget (inc. Virements)	Spend to 01-01- 2023	Predicted at Year End	Draft 2023- 24 Budget	NOTES
STAFF COSTS	£4,328.02	£3,073.36	£4,413.18	£4,010.00	
Salary (& Costs)	£3,678.02	£2,691.06	£3,846.88	£3,510.00	(exc. NPG hours to be vired as needed)
Office expenses	£650.00	£382.30	£566.30	£500.00	
ADMIN	£1,746.93	£832.03	£1,737.88	£1,660.00	
Insurance	£675.00	£655.95	£655.95	£785.00	
Hall Hire	£200.00	£135.00	£210.00	£225.00	
Neighbourhood Plan	£821.93	£0.00	£821.93	£600.00	
Training	£50.00	£41.08	£50.00	£50.00	
RUNNING COSTS	£250.00	£0.00	£250.00	£250.00	
DAAT	£250.00	£0.00	£250.00	£250.00	
PROF. FEES	£340.00	£211.00	£211.00	£280.00	
Audit	£175.00	£55.00	£55.00	£100.00	
Subs.	£165.00	£156.00	£156.00	£180.00	

GRANTS	£375.00	£301.80	£301.80	£0.00	EMR
RESERVES	£450.00	£450.00	£450.00	£6,300.00	
Clock	£250.00	£250.00	£250.00	£300.00	
Election	£200.00	£200.00	£200.00	£0.00	
DAAT site	£0.00	£0.00	£0.00	£6,000.00	
TOTAL	£7,489.95	£4,868.19	£7,363.86	£12,500.00	

Precept Information:

The Tax base in 2022-23 was 222.43 in has increase by 5.85 so the tax base for 2023-2024 will be 228.28.

With a precept request for 2023-24 of £10,500.00 it is estimated that the Band D rate will be £46.00 which is an increase of £12.33 or 36.61%.

For a Band D property this will be approx. £3.38/ Month.

Signed: Steve Blakeman Date: 27th June 2023