

Exbourne with Jacobstowe Parish Council.

ExbournewithJacobstoweipc@gmail.com / 01837 83484 / www.exbournewithjacobstoweipc.org.uk

Minutes of the Annual Council meeting held on Wednesday 24th May 2023 7.30pm Exbourne Village Hall.

Cllrs Present: Steve Blakeman (Chair), Dave Stuart, Ulrik Lawson, Stephen Page, Jason Carvil (Vice-Chair), Brian Cobb & Peter Steer (Co-opted 3.5.23).

Also in Attendance: Alice Turner (Parish Clerk), and 6 members of the public.

BUSINESS TRANSACTED.

1.5.23: Election of Chair - To include signing of declaration of acceptance of office form.

Cllr Blakeman called for nominations for the office of Chair.

Cllr Lawson proposed that Cllr Blakeman be elected as Chair, seconded Cllr Stuart, Cllr Blakeman accepted the nomination.

Cllr Carvil proposed himself to be elected as Chair, seconded Cllr Blakeman, Cllr Carvil accepted the nomination.

For Cllr Blakeman as Chair, 4 in favour, 2 abstentions. For Cllr Carvil as Chair, 2 in Favour, 4 abstentions. Cllr Blakeman was elected as Chair – Motion Carried (RR2023/001).

Cllr Blakeman signed the declaration of acceptance of office of Chair.

2.5.23 Election of Vice-Chair - To include signing of declaration of acceptance of office form.

Cllr Blakeman called for nominations for the office of Vice-Chair.

Cllr Stuart proposed himself to be elected as Vice-Chair, seconded Cllr Cobb. Cllr Stuart accepted the nomination. Cllr Lawson proposed that Cllr Carvil be elected as Vice Chair, seconded Cllr Blakeman, Cllr Carvil accepted the nomination. For Cllr Stuart as Vice-Chair, 2 in favour. For Cllr Carvil as Vice-Chair, 3 in Favour. Cllr Carvil was elected as Vice-Chair – Motion Carried. (RR2023/002) Cllr Carvil signed the declaration of acceptance of office of Vice-Chair.

3.5.23 Co-option Vacancies (Clerk)

Cllrs to consider candidates who have been confirmed as eligible to stand prior the Meeting.

There were 2 people who had declared an interest in being co-opted, both had been confirmed as eligible to stand. Mr John Guy and Mr Peter Steer.

Cllr Carvil proposed that Mr Peter Steer be co-opted to the Council, seconded Cllr Page.

The Chair asked if there were any further nominations and Cllr Stuart proposed Mr John Guy, seconded Cllr Cobb. Before moving to the vote, the Chair asked both candidates if they were still willing to be considered, Mr Steer responded that he was and Mr Guy withdraw his expression of interest. The proposal to co-opt Mr Guy was withdrawn and Cllrs voted in favour of co-opting Mr Peter Steer to the Council. (RR2023/003)

Cllr Peter Steer signed the declaration of Acceptance of Office and took his seat on the Council.

4.5.23: Declarations of Interest & Confirmation of Acceptance of Office Forms.

Cllrs are invited to declare any interests they may have in items on this agenda, including the nature of the interest. Cllrs are reminded of their responsibility to keep their Register of Interests updated.

It was reported that all Acceptance of Office forms were completed.

No interests were declared at this time.

5.5.23 Apologies for absence: None.

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

Cllrs to consider the approval of Minutes of the meeting held Tuesday 28th March 2023.

This item was deferred.

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

- A Member of the public thanked the Council for paying for the Coronation coins and reported that it was “first come first served” for left over coins.

- A Member of the public reported that the informal Footpath below copper beaches has had the gates closed – Cllr Carvil agreed to investigate this and asked for it to be added to the June Agenda.
- A Member of the public requested that the Council ask DCC NHO about installing hardstanding on westbound bus shelter. The Clerk agreed to look into this.
- A Member of the public requested that the Council consider getting speed through the village reduced to 20MPH.
- A Member of the public asked why items which has been asked for via email were not on the agenda. The Clerk reported that this was a full agenda and they would be carried over to the June agenda.
- A Playing field representative asked if the Parish Council would consider acting as applicant for a Planning application for field, for Toilets and storage, Cllr asked for this on a future agenda.

8.5.23: To receive reports from County Cllr. McInnes & Borough Cllrs Casbolt & Watts.

No reports received.

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

a) New Applications:

- [4227/22/FUL Installation of ground mounted Solar Panels & the installation of a wildlife pond at White Moor, Exbourne, EX20 3QU](#) – Determination deadline 06/06/2023.**

Cllr Carvil reported that he had visited the site and met with the applicant and gave an overview of the visit and the submitted application. Cllr Stuart asked about battery storage, Cllr Carvil reported that this was not discussed, with the applicant or included in the application. Cllrs discussed the application and Cllr Carvil proposed that the Council support application 4227/22/FUL as long as Environmental health are happy that the reed bed is viable and if visual amenity mitigation has been considered, seconded Cllr Page. 6 in Favour, 1 abstention – Motion Carried. (RR2023/004)

- [1362/23/TCA G1: 3 x Thuja - Section fell to as close to ground level as possible, trees are very large, in close proximity to powerlines & road & are excessively shading much of the garden at 1 Manor Gardens, Exbourne, EX20 3RW](#) – Determination deadline 29/05/2023.**

Cllrs discussed the application and Cllr Carvil proposed that the Council object to application 1362/23/TCA as there is no mitigation included in the application, the removal of the trees will have an adverse effect on the carbon footprint of the property and aesthetically the proposed tree works will have an adverse effect on the conservation area, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2023/005)

- [1088/23/HHO Householder application for refurbishment of existing 2-bed detached dwelling at Quiet Orchard, Exbourne, EX20 3QS](#) – Consultation deadline 01/06/2023**

Cllr Blakeman gave an overview of the application, following discussion Cllr Blakeman proposed that the Council support application 1088/23/HHO seconded Cllr Cobb. All in Favour – Motion Carried. (RR2023/006)

- [1310/23/FUL Change of use of part of agricultural building to mixed use of agriculture & processing of agricultural products at Hayes, Holebrook Lane, Exbourne, EX20 3SJ](#) – Consultation deadline 08/06/2023.**

Cllr Carvil gave an overview of the application and the reasons for the application, following discussion Cllr Carvil proposed that the Council support application 1310/23/FUL, seconded Cllr Blakeman. 5 in favour, 2 abstentions – Motion Carried. (RR2023/007)

- [1351/23/ARC Application for approval of details reserved by condition 3 \(WSI\) of planning consent 2086/20/LBC at The Old Mill, Jacobstowe, EX20 3RE](#) – Consultation deadline 25/05/2023.**

- vi. **1406/23/ARC Application for approval of details reserved by condition 3 (WSI) of planning consent 2789/21/FUL at The Old Mill, Jacobstowe, EX20 3RE –**

Determination deadline 16/06/2023.

Cllrs agreed to discuss applications 1351/23/ARC & 1406/23/ARC together. Cllr Lawson reported that the applicant had raised concerns regarding an unannounced site visit. Cllr Lawson asked for information regarding the Councils site visit policy, the Clerk gave information for how site visits should be conducted and suggested that the Council consider a Site Visit Policy at a future meeting. Cllrs discussed the application and Cllr Blakeman proposed that the Council support applications 1351/23/ARC and 1406/23/ARC, seconded Cllr Lawson. All in Favour – Motion Carried. (RR2023/008)

- vii. **The Parish Council is being consulted as a neighbouring parish on the following application: 3719/22/FUL Erection of five detached dwellings with associated works at Higher Stockbeare, Jacobstowe, EX20 3PZ – Consultation deadline 08/06/2023.**

Cllr Blakeman gave an overview of the application and planning policy.

Cllr Blakeman proposed that the Council object to application 3719/22/FUL, as the design is overtly urban and untasteful in the rural location resulting in urbanisation of the countryside, Cllrs felt that 5 4bed dwellings seems to be unsuitable, seconded Cllr Carvil. All in Favour – Motion Carried. (RR2023/009).

10.5.23 Year End Financial documents, as circulated to Cllrs. (Clerk)

- a) **To approve Certificate of Exemption from External Audit for the 2022-2023 year.**

Cllr Stuart proposed that the Council meets the criteria for exemption and should approve the Certificate of exemption for 2022-2023 financial year, seconded Cllr Steer. All in Favour – Motion Carried. (RR2023/010)

- b) **To receive Internal Auditors Report for financial year 2022-23 – Noted by Cllrs.**

- c) **To complete and approve Annual Governance Statement 2022-23.**

Cllr Blakeman read out the assertions and Cllrs responded, Cllr Stuart proposed that the Council approve the Annual Governance Statement 2022-23 as discussed and completed at the meeting, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2023/011)

- d) **Cllrs to approve the Asset Register as of 31st March 2023.**

Cllrs reviewed the Asset Register as of 31st March 2023 and noted that the P3 equipment location should be updated to Cllr Blakeman's residence. Cllr Stuart proposed that the Council approve the Asset register as of 31st March 2023 and update the register to show that the P3 equipment location is Cllr Blakeman's residence going forward, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2023/012)

- e) **To approve Annual Accounting Statement 2022-23, the Year-End Bank Reconciliation and Explanation of Variances 2022-23.**

Cllr Stuart proposed that the Council approve the Annual Accounting Statement 2022-23 the Year-End Bank Reconciliation and Explanation of Variances 2022-23, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2023/013)

- f) **Dates for Exercise of Public rights. (3rd July 2023 to 11th August 2023) Noted by Cllrs.**

- g) **To receive and approve the Year End 2022-23 Budget report & virements.**

Cllrs received the Year End 2022-23 Budget report & virements as found in Appendix A, and Cllr Blakeman proposed that the Year End 2022-23 Budget report & virements be approved, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2023/014)

11.5.23 Annual Review and approval of:

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

External Groups	Appointed
Northern Links	Cllr Blakeman & Cllr Carvil.
Exbourne Playing Fields	Cllr Stuart
School Liaison	Cllr Page.
Village Hall Committee	Cllr Steer
Neighbourhood Plan Group	Clerk

DCC Highway's liaison	Clerk
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b) Annual Subscription to NALC/DALC £169.57 (£149 exc. VAT)

The Clerk explain what the NALC and DALC organisations do and what is covered under the subscription. Cllr Blakeman proposed that the Council approve the renewal of the NALC/DALC subscription at a cost of £169.57 including VAT, seconded Cllr Page. All in Favour – Motion Carried. (RR2023/015) Power to spend: LGA 1972 s.143 (1)(b) Budget: Prof. Fees/Subs

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

Cllr Blakeman proposed that the Council approve the Insurance renewal at a cost of £813.57, seconded Cllr Cobb. All in Favour – Motion Carried. (RR2023/016) Power to spend: LGA 1972 s.111 Budget: Admin/Insurance.

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

a) To approve financial schedule as presented at the meeting including any overtime.

Cllrs reviewed the [financial schedule as found in Appendix B.](#)

Cllr Blakeman proposed that the financial schedule as presented at the meeting be approved, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2023/017)

13.5.23 Reports & future agendas items:

- a) Clerk: Notification of Annual Leave 27th May 2023 to 4th June 2023 inclusive.
- b) Clerk: Update on Grant and installation of Devon Air Ambulance night landing site.
- c) Cllr Stuart reported Fly tipping in layby. Cllr Page informed the Council that has been reported to WDBC and is waiting for removal by WDBC.
- d) Emergency plan – Cllr Carvil agreed to review and report back at a future meeting.

14.5.23: Confirmation of the next Council meeting:

The next meeting will be on Tuesday 27th June 2023 at 7.30pm at Exbourne Village Hall.
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 9.25pm.

Appendix A: Year End 2022-23 Budget report & virements.

Income

INCOME	2022/23 Budget	Income to 31-03-2023	Difference
Precept	£7,490.00	£7,490.00	£0.00
Grant/Other	£0.00	£787.18	£787.18
TOTAL	£7,490.00	£8,277.18	£787.18

Expenditure

	2022/23 Budget (inc. Virements)	Spend to 31-03-2023	Budget remaining	Under / On / Over Budget
STAFF COSTS	£4,397.85	£3,792.66	£605.19	Under
Salary & Costs	£3,747.85	£3,228.34	£519.51	Under
Office expenses	£650.00	£564.32	£85.68	Under
ADMIN	£1,677.15	£847.03	£830.12	Under
Insurance	£675.00	£655.95	£19.05	Under
Hall Hire	£200.00	£150.00	£50.00	Under
Neighbourhood Plan (Non-Grant)	£752.15	£0.00	£752.15	Under
Training	£50.00	£41.08	£8.92	Under
RUNNING COSTS	£250.00	£0.00	£250.00	Under
DAAT	£250.00	£0.00	£250.00	Under

Lengthsman	£0.00	£0.00	£0.00	ON
PROF. FEES	£340.00	£211.00	£129.00	Under
Audit	£175.00	£55.00	£120.00	Under
Subs (DALC/NALC & ICO)	£165.00	£156.00	£9.00	Under
GRANTS/DONATIONS	£375.00	£301.80	£73.20	Under
RESERVES	£450.00	£450.00	£0.00	ON
Clock	£250.00	£250.00	£0.00	ON
Election	£200.00	£200.00	£0.00	ON
Spending from Reserves	£0.00	£263.00	N/A	N/A
TOTAL	£7,490.00	£5,865.49	£1,624.51	Under

Virements recommended:

Amount	FROM	TO
£605.19	Staff Costs	Clock Maint. (Earmarked Reserve)
£752.15	Admin /Neighbourhood Plan (Non-Grant)	NP Fund (Earmarked Reserve)
£250.00	Running Costs/ DAAT	DAAT NLS (Earmarked Reserve)
£77.97	Admin/: Insurance, Hall Hire & Training	Admin (Earmarked Reserve)
£129.00	Prof. Fees	Admin (Earmarked Reserve)
£73.20	Grants/Donations	Local Grants (Earmarked Reserve)

Moneys held in Reserve after Virements:

Amount	Details
£1,000.00	Election cost (Earmarked Reserve)
£1,500.00	Jacobstowe LEM/ Burial Ground (Earmarked Reserve)
£1,987.00	Maintenance Fund (Earmarked Reserve)
£1,073.20	Local Grants (Earmarked Reserve)
£50.00	IT Fund (Earmarked Reserve)
£2,000.00	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)
£250.00	DAAT NLS (Earmarked Reserve)
£206.97	Admin (Earmarked Reserve)
£2,000.00	Budget 23-24 (Earmarked Reserve)
£10,976.92	TOTAL

Appendix B: Financial Schedule.

Payments for authorisation (retrospective):

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM24/001	£45.00	Exbourne Village Hall	Hall Hire	LGA 1972 S.111	Admin/ Hall Hire
PM24/002	£184.38	Alice Turner	Salary March 2023	LGA 1972 S.112	Staff Costs/Salary

PM24/003	£357.89	Alice Turner	Salary & OT April 2023	LGA 1972 S.112	Staff Costs/Salary
PM24/004	£611.75	Alice Turner	Expenses & Re-imbursements (April & May 2023)	LGA 1972 S.111, S.112 & S.137	Staff Costs/Salary, Staff Costs/Office exp, Prof. Fees/Audit, Grants EMR, IT Fund EMR
PM24/005	£169.57	DALC	Annual Subscription	LGA 1972 s.143 (1)(b)	Prof Fees/ Subs
TOTAL	£1,368.59				

Receipts for Information:

Payment ref	Method	Details	Amount
PR24/011	Bacs	1st Half Precept	£5,250.00
TOTAL			£5,250.00

Monies held as Reserves (after payments made):

Amount	Details
£1,000.00	Election cost (Earmarked Reserve)
£1,500.00	Jacobstowe LEM/ Burial Ground (Earmarked Reserve)
£1,987.00	Maintenance Fund (Earmarked Reserve)
£1,073.20	Local Grants (Earmarked Reserve)
£50.00	IT Fund (Earmarked Reserve)
£2,000.00	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)
£250.00	DAAT NLS (Earmarked Reserve)
£206.97	Admin (Earmarked Reserve)
£2,000.00	Budget 23-24 (Earmarked Reserve)
£10,976.92	TOTAL

Bank Situation:

Bank Total 15/5/2023	£19,731.84
Less Payments pending	£1,368.59
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£10,976.92
Available Balance	£7,386.33

Signed: Steve Blakeman Date: 23rd January 2024