

Exbourne with Jacobstowe Parish Council.

ExbournewithJacobstoweipc@gmail.com / 07749 029928 / www.exbournewithjacobstoweipc.org.uk

Minutes of the Annual Council meeting held on Tuesday 28th May 2024 at 8pm in Exbourne Village Hall.

Cllrs Present: Steve Blakeman, Jason Carvil & Peter Steer.

Also in Attendance: Alice Turner (Clerk), 4 members of the public.

BUSINESS TRANSACTED.

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

Cllr Blakeman called for nominations for the office of Chair.

Cllr Carvil proposed himself to be elected as Chair, seconded Cllr Blakeman, Cllr Carvil accepted the nomination. 2 in favour, 1 abstention – Motion Carried (RR2024/001).

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

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

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

Cllr Blakeman proposed himself to be elected as Vice-Chair, seconded Cllr Steer. Cllr Blakeman accepted the nomination. All in Favour – Motion Carried. (RR2024/002) Cllr Blakeman signed the declaration of acceptance of office of Vice-Chair.

3.5.24: Declarations of Interest.

Cllr Carvil declared a pecuniary interest as the applicant in agenda item 8.5.24 a), although this item could not be discussed as his absence from the room would make the meeting inquorate.

4.5.24 Apologies for absence:

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

Apologies were received from Cllr Page (family commitment), Cllr Lawson (personal reason) & Cllr Cobb (personal reason).

Cllr Blakeman proposed that apologies from Cllr Page (family commitment), Cllr Lawson (personal reason) & Cllr Cobb (personal reason) be approved, seconded Cllr Steer. All in Favour – Motion Carried. (RR2024/003)

5.5.24: Minutes of the Last Meeting.

Cllrs to consider the approval of Minutes of the meeting held Tuesday 26th March & 30th April 2024. Cllr Steer proposed that the minutes of the meeting held 26th March 2024 be signed as a true and accurate record, seconded Cllr Carvil. All in Favour – Motion Carried. (RR2024/004)

Cllr Blakeman proposed that the minutes of the meeting held 30th April be signed as a true and accurate record, seconded Cllr Carvil. All in Favour – Motion Carried. (RR2024/005)

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

A member of the public asked the Chair to speak up as they were having trouble hearing.

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

No reports received.

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

- a) New Application: [1533/24/TPO proposal: T1 & T2: Silver Birch - crown height reduction by 2m & lateral reduction by 1.5m - to reduce wind loading due to one sided root system as trees are growing out of a bank & T3 Holly – Crown height reduction by 2m & lateral eduction by 2m on roadside & 1m on garden side - Tree is overhanging road and catching large vehicles at 7 Manor Gardens Exbourne EX20 3RW](#) – consultation deadline 12/06/2024.

Cllrs discussed the application and Cllr Blakeman proposed that this is a matter for the WDBC tree officer to determine, seconded Cllr Carvil. All in Favour – Motion Carried. (RR2024/006)

b) Appeals: Application Ref: 4401/22/FUL Appeal Ref: APP/Q1153/W/24/3343532

Appellant Name: Mr & Mrs Carvil

Site Address: Meadow View Farm, Exbourne, EX20 3SH

Proposal: Application for part change of use of existing barn for use as a rural workers dwelling

I am writing to let you know that the Hearing/Public Inquiry relation to the above appeal will be held on the 7 August 2024 in Chamber, Kilworthy Park, Tavistock commencing at 10:00 am.

The Hearing/Inquiry is expected to last for 1 day.

You may attend the Hearing/Inquiry if you wish, and at the discretion of the Inspector you may take part in the discussion. Information about taking part in the planning inquiry can be found on the Planning Inspectorate's website: <https://www.gov.uk/government/publications/planning-appeals-dealt-with-by-an-inquiry-taking-part>

If you are unable to personally attend the venue, we have the facility for you to participate virtually, however you will need to contact us by the date shown below.

The appeal documents are available for inspection on the Council's website.

Should this hearing/inquiry be changed to a virtual event, we will notify you of the details of a Teams meeting closer to the date.

Please email us at DM.appeals@swdevon.gov.uk 10 working days prior to the date of the Hearing/Inquiry to register your attendance, in the subject line of the email please insert the following text 'Meadow View Farm, Exbourne, EX20 3SH,4401/22/FUL– Attendance registration'

When made, the decision will be published on the Appeals Casework Portal

<https://acp.planninginspectorate.gov.uk>

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

a) To approve Certificate of Exemption from External Audit for the 2023-2024 year.

Cllr Blakeman proposed that the Council meets the criteria for exemption and should approve the Certificate of exemption for 2023-2024 financial year, seconded Cllr Carvil. All in Favour – Motion Carried. (RR2024/007)

b) To receive Internal Auditors Report for financial year 2023-2024 – Noted.

c) To complete and approve Annual Governance Statement 2023-2024.

Cllr Carvil read out the assertions and Cllrs responded, Cllr Steer proposed that the Council approve the Annual Governance Statement 2023-2024 as discussed and completed at the meeting, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2024/008)

d) Cllrs to approve the Asset Register as of 31st March 2024.

Cllr Blakeman proposed that the Asset Register as of 31st March 2024 be approved, seconded Cllr Steer. All in Favour – Motion Carried. (RR2024/009)

e) To approve Annual Accounting Statement 2023-2024, the Year-End Bank Reconciliation and Explanation of Variances 2023-2024.

Cllr Blakeman proposed that the Council approve the Annual Accounting Statement 2023-2024 the Year-End Bank Reconciliation and Explanation of Variances 2023-2024, seconded Cllr Steer. All in Favour – Motion Carried. (RR2024/010)

f) Dates for Exercise of Public rights. (17th June 2024 to 26th July 2024) for information.
Noted.

g) To receive and approve the Year End 2023-2024 Budget report & virements.

Cllr Blakeman proposed that the Council approved the Year End 2023-2024 Budget report & virements and presented, seconded Cllr Steer. All in Favour – Motion Carried. (RR2024/011)

10.5.24 Annual Review and approval of:

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

External Groups	Currently Appointed
Northern Links	Cllr Blakeman & Cllr Carvil.
Exbourne Playing Fields	Cllr Steer
School Liaison	Cllr Page? – Deferred to next meeting

Village Hall Committee	Cllr Steer
Neighbourhood Plan Group	Clerk
DCC Highway's liaison	Clerk

b) To Confirm membership of the H.R Committee and appointment of lead member.

Following discussion Cllr Steer proposed that all Cllrs be on the HR Committee with Cllr Carvil as Lead member, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2024/012)

c) Annual Subscription to NALC/DALC as presented at the meeting.

The Clerk presented the information relating to the renewal of the NALC/DALC subscription and Cllr Carvil proposed that the Council approve the renewal of the NALC/DALC subscription at a cost of £238.20 including VAT, seconded Cllr Steer. All in Favour – Motion Carried. (RR2024/013) *Power to spend: LGA 1972 s.143 (1)(b)* *Budget: Prof. Fees/Subs*

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

The Clerk presented the information relating to the renewal of the Insurance and Cllr Blakeman proposed that the Council approve the Insurance renewal at a cost of £902.82, seconded Cllr Carvil. All in Favour – Motion Carried. (RR2024/014) *Power to spend: LGA 1972 s.111* *Budget: Admin/Insurance.*

e) Asset Inspections – Cllrs to agree division of workload.

Cllrs agreed to defer to the next meeting when more members could be present.

11.5.24: Current & New Business.

a) Consideration of a meeting with the Neighbourhood Plan Group following the formal response from the Parish Council to the Draft (Regulation 14) Neighbourhood Plan for Exbourne. Also to agree responses formulated by the working group for submission to the Neighbourhood Plan Group (Chair/Clerk)

Cllrs discussed this and the Clerk agreed to liaise with the group to forward what reports she had received from Cllrs for their consideration.

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

a) To receive and approve the financial schedule as presented.

The Clerk presented the [financial schedule as found in Appendix A](#). Cllr Carvil proposed that the Council approve the financial schedule as presented, seconded Cllr Steer. All in Favour – Motion Carried. (RR2024/015)

13.5.24 Reports & future agendas items: not for debate or decision making.

The Clerk was informed that items were raised during the Annual Parish Meeting which would need to be added to future agendas.

14.5.24: Confirmation of the next Council meeting: any changes will be posted on the Website.

The next meeting will be on Tuesday 25th June 2023 at 7.30pm at Exbourne Village Hall.

15.5.24: Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)

a) Resolution required to move the Council into Part II.

Cllr Carvil proposed that the Council move to Part II due to the confidential nature of the items under discussion, seconded Cllr Steer. All in Favour – Motion Carried. (RR2024/016)

b) To consider any ongoing employment matters (Chair) *Sensitive employment information.*

c) To receive any quotes in relation to Assets works. *Commercially sensitive information.*

d) The Chair to return the meeting to public session to hear resolutions.

Item c: Cllr Carvil proposed that the Council approve the payment of the quoted Clock Maintenance invoice, seconded Cllr Steer. All in Favour – Motion Carried. (RR2024/017)

There being no further business the Chair closed the meeting.

Appendix A: Financial Schedule

Payments for authorisation (retrospective):

Payment Ref	Amount	Payee	Details	Power	Funding Source
-------------	--------	-------	---------	-------	----------------

PM25/004	£267.90	Alice Turner	Salary (March 2024)	LGA 1972 S.112	Staff Costs/ Salary
PM25/005	£370.59	Alice Turner	Salary (April 2024)	LGA 1972 S.112	Staff Costs/ Salary
PM25/006	£15.00	Exbourne & Jacobstowe Community Association Ltd (EJCAL)	Hire for Working Group Meeting	LGA 1972 S.111	Admin / Hall Hire
PM25/007	£375.73	Alice Turner	Expenses April & May 2024	LGA 1972 S.111 & S.112	Staff Costs/ Salary & SC/ Office Exp. & Admin/Training & Prof. fees /Audit
PM25/008	£175.00	Colin Jones Design	Annual Hosting Fee	LGA 1972 S.111	General Reserves
PM25/009	£238.20	Devon Association of Local Councils	Annual Subs NALC/DALC	LGA 1972 s.143 (1)(b)	Prof Fees. / Subs.
TOTAL	£1,442.42				

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)
£1,023.20	Local Grants (Earmarked Reserve)
£50.00	IT Fund (Earmarked Reserve)
£2,155.16	General Reserve
£970.45	NP Fund (Earmarked Reserve)
£80.00	Training (Earmarked Reserve)
£439.15	Staff Costs (Earmarked Reserve)
£250.00	Lengthsman (Earmarked Reserve)
£2,298.24	DAAT NLS (Earmarked Reserve)
£206.97	Admin (Earmarked Reserve)
£11,960.17	TOTAL

Bank Situation:

Bank Total at 15/04/2024	£12,609.88
Less Payments pending	£2,439.22
Plus receipts Received (if after Bank date)	£5,607.50
Less Money held as reserves	£11,960.17
Available Balance	£3,817.99

Signed: Clr Jason Carvil **Date:** 25th June 2024