

# **Exbourne with Jacobstowe Parish Council.**

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## **Minutes of the Parish Council meeting held on Tuesday 30<sup>th</sup> July 2024 at 7.30pm in Exbourne Village Hall.**

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

**Also in Attendance:** Alice Turner (Clerk), County Cllr McInnes, Borough Cllr Watts & 1 member of the public.

### **BUSINESS TRANSACTED.**

#### **1.7.24: Welcome - Chair to open the meeting and inform if an audio recording is in progress.**

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.

#### **2.7.24 Apologies for absence: to consider apologies received (with reasons).**

Apologies were noted from Borough Cllr Casbolt.

#### **3.7.24: Declarations of Interest (Chair).**

No Interests declared at this time.

#### **4.7.24: Minutes of last Meeting (Chair).**

Cllrs to consider approval of Minutes of Parish Council meeting held 25<sup>th</sup> June 2024.

Cllr Cobb proposed that the Minutes of the meeting held 25<sup>th</sup> June 2024 be signed as a true and accurate record, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2024/032)

#### **5.7.24: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).**

No specific items raised.

#### **6.7.24: To receive reports from County Cllr. McInnes & Borough Cllrs Casbolt & Watts.**

Borough Cllr Watts gave a report on the WDBC Audit Committee, reporting that she would be drafting a written report in August which she would circulate to Cllrs.

County Cllr McInnes noted upcoming changes to Audit policy and gave an overview on the following topics relating to Devon County Council.

- Devolution deal is still pending.
- Housing – it looks like the Government will be introducing mandatory housing figures (i.e. the number of new houses to be build each year.
- Highways has additional funding this year.
- DCC are looking at ways to improve the provision of Adults and Children's services.
- The new draft NPPF has been published today with consultation running to September/October.

Cllr McInnes referred to the Devon Housing report and Cllr Watts undertook to send the link to the Clerk for circulation to Cllrs.

#### **7.7.24 Planning:**

##### **a) New Applications:**

- i. **2167/24/TCA T1: Cherry - crown height reduction by up to 2.5m to reshape at 9 Manor Gardens Exbourne EX20 3RW – Consultation end 31/07/24.**

Cllrs discussed the application and decided to make no submission, leaving the decision to the DBC tree officer.

- ii. **1007/24/FUL Application for the provision of a temporary rural workers dwelling at White Moor Exbourne EX20 3QU – Consultation end 07/08/24.**

Cllr Carvil reported that he had been approached by the applicant to attend the site but declined unless a formal invitation was extended to the Council for more than one Cllr to attend.

Cllrs discussed the application and Cllr Blakeman proposed that the Council Support application 1007/24/FUL providing that WDBC felt that there was an agricultural need on the site, seconded Cllr Cobb. All in Favour – Motion Carried. (RR2024/033)

- b) Correspondence: Cllrs to consider letter to WDBC enforcement regarding development in the Conservation area without planning permission, and their response to investigations.**

Cllrs discussed at length and Cllr Carvil proposed that the Council will not put a letter into WDBC on this matter, seconded Cllr Cobb. All in Favour – Motion Carried. (RR2024/034)

#### **8.7.24: Current & New Business.**

- a) Request from Rural Services Network to join the Rural Village Services Group (Clerk)**

Cllr Carvil gave an overview of the topic and following discussion Cllr Stuart proposed that the Council do not join at this time, seconded Cllr Page. All in Favour – Motion Carried. (RR2024/035)

- b) Asset Inspections – Update on inspections and works (Chair).**

Cllrs reported that this was in hand. Cllr Steer reported that he had checked ownership of the noticeboard outside the hall, and it is the halls' property. Clerk to update Asset register.

- c) Consideration of application for trees for planting in the Parish (Chair)**

Cllr Carvil gave an overview of where trees could be sourced and that applications could be submitted in November. Cllr Carvil proposed that the Council ask for a suggestion of planting sites and Volunteers to plant/maintain the trees, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2024/036)

- d) To review and agree monthly messages from Parish council to be put into Parish pump & Facebook community page. (Chair)**

Cllrs discussed the proposed drafts and Cllr Page proposed that the article relating to the Speedwatch group be used as edited at the meeting, seconded Cllr Carvil. All in Favour – Motion Carried. (RR2024/037)

Cllr Carvil proposed that the drafted section relating to the request for sites and volunteers for trees be used as edited at the meeting, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2024/038)

- e) To agree communication with DCC Highways regarding Holebrook lane as presented (Chair)**

Cllrs reviewed the draft letter and Cllr Carvil proposed that it be submitted as presented to the NHO, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2024/039)

- f) To consider approval of EJPC 024 Staff Appraisal Policy – Draft.**

Cllrs reviewed the draft policy and Cllr Stuart proposed that the Council approve and ratify with immediate effect Policy EJPC 024 Staff Appraisal Policy, seconded Cllr Page. All in Favour – Motion Carried. (RR2024/040)

#### **9.7.24: Finance (Clerk).**

- a) To approve the financial schedule as presented at the meeting.**

The Clerk presented the Financial Schedule as found in Appendix A.

Cllr Stuart proposed that the Council approve the Financial Schedule as presented, seconded Cllr Carvil. All in Favour – Motion Carried. (RR2024/041)

- b) To receive and approve the 1<sup>st</sup> Quarter Budget Report 2024-2025.**

The Clerk presented the 1<sup>st</sup> Quarter Budget Report 2024-2025 as found in Appendix B.

Cllr Blakeman proposed that the Council approve the 1<sup>st</sup> Quarter Budget Report 2024-2025 as presented, seconded Cllr Stuart. All in Favour – Motion Carried. (RR2024/042)

#### **10.7.24 Reports & future agendas items: not for debate or decision making.**

- a) Clerk: Notification of Annual Leave 17/08/2024 - 25/08/2024 inclusive – Noted.**  
**b) Clerk: DALC AGM & conference 2<sup>nd</sup> October 2024 – save the date – Noted.**  
**c) Clerk: Advanced notice 80<sup>th</sup> VE anniversary – 8th May 2025 – Noted.**

#### **11.7.24: Confirmation of the next Council meeting: any changes will be posted on the Website.**

The next meeting will be on Tuesday 27<sup>th</sup> August 2024 at 7.30pm at Exbourne Village Hall

Parishioners are invited to contact Cllrs to put forward items for discussion.

**12.7.24: 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 item to be discussed, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2024/043)

The Clerk reported that the audio recording had been stopped.

**b) To receive any quotes in relation to Assets works. *Commercially sensitive information.*****c) The Chair to return the meeting to public session to hear resolutions.**

No resolutions made.

There being no further business the Chair closed the meeting at 8.30pm.

**Appendix A: Financial Schedule.****Payments for authorisation (retrospective):**

| Payment Ref  | Amount         | Payee                                                       | Details                        | Power                  | Funding Source                                          |
|--------------|----------------|-------------------------------------------------------------|--------------------------------|------------------------|---------------------------------------------------------|
| (PM25/015)   | £10.00         | Exbourne & Jacobstowe Community Association Limited (EJCAL) | Hire for Working Group Meeting | LGA 1972 S.111         | Admin/Hall Hire                                         |
| PM25/016     | £319.72        | Alice Turner                                                | Salary (June 2024)             | LGA 1972 S.112         | Staff Costs/ Salary                                     |
| PM25/017     | £129.58        | Alice Turner                                                | Expenses (July 2024)           | LGA 1972 S.111 & S.112 | Staff Costs/ Salary & SC/ Office Exp. & Admin/Hall Hire |
| <b>TOTAL</b> | <b>£459.30</b> |                                                             |                                |                        |                                                         |

**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)                       |
| £1,783.16         | General Reserve                                   |
| £970.45           | NP Fund (Earmarked Reserve)                       |
| £80.00            | Training (Earmarked Reserve)                      |
| £439.15           | Staff Costs (Earmarked Reserve)                   |
| £0.00             | Clock Maint. (Earmarked Reserve)                  |
| £250.00           | Lengthsman (Earmarked Reserve)                    |
| £2,298.24         | DAAT NLS (Earmarked Reserve)                      |
| £206.97           | Admin (Earmarked Reserve)                         |
| <b>£11,588.17</b> | <b>TOTAL</b>                                      |

**Bank Situation:**

|                                                    |                   |
|----------------------------------------------------|-------------------|
| <b>Bank Total at 15/07/2024</b>                    | <b>£14,684.34</b> |
| <b>Less Payments pending</b>                       | <b>£1,027.11</b>  |
| <b>Plus receipts Received (if after Bank date)</b> | <b>£0.00</b>      |
| <b>Less Money held as reserves</b>                 | <b>£11,588.17</b> |
| <b>Available Balance</b>                           | <b>£2,069.06</b>  |

**Appendix B: 1<sup>st</sup> Quarter Budget Report 2024-25.****Income**

|                    | <b>2024-25<br/>Budget</b> | <b>Income to<br/>30-06-2024</b> | <b>Difference</b> | <b>Budget<br/>Position</b> |
|--------------------|---------------------------|---------------------------------|-------------------|----------------------------|
| Precept            | £11,215.00                | £5,607.50                       | -£5,607.50        | Under                      |
| Other (Grants etc) | £0.00                     | £0.00                           | £0.00             | ON                         |
| <b>TOTAL</b>       | <b>£11,215.00</b>         | <b>£5,607.50</b>                | <b>-£5,607.50</b> | <b>Under</b>               |

**Expenditure**

|                            | <b>2024-25<br/>Budget</b> | <b>Spend to 30-<br/>06-2024</b> | <b>Budget<br/>Remaining</b> | <b>Budget<br/>Position</b> |
|----------------------------|---------------------------|---------------------------------|-----------------------------|----------------------------|
| <b>STAFF COSTS</b>         | <b>£5,935.00</b>          | <b>£907.14</b>                  | <b>£5,027.86</b>            | <b>Under</b>               |
| Salary (& Costs)           | £5,485.00                 | £847.14                         | £4,637.86                   | Under                      |
| Office expenses            | £450.00                   | £60.00                          | £390.00                     | Under                      |
| <b>ADMIN</b>               | <b>£2,340.00</b>          | <b>£1,077.82</b>                | <b>£1,262.18</b>            | <b>Under</b>               |
| Insurance                  | £1,000.00                 | £902.82                         | £97.18                      | Under                      |
| Hall Hire                  | £240.00                   | £135.00                         | £105.00                     | Under                      |
| Neighbourhood Plan         | £700.00                   | £10.00                          | £690.00                     | Under                      |
| Training                   | £400.00                   | £30.00                          | £370.00                     | Under                      |
| <b>RUNNING COSTS</b>       | <b>£2,300.00</b>          | <b>£291.00</b>                  | <b>£9.00</b>                | <b>Under</b>               |
| DAAT                       | £300.00                   | £291.00                         | £9.00                       | Under                      |
| Assets                     | £2,000.00                 | £0.00                           | £2,000.00                   | Under                      |
| <b>PROF. FEES</b>          | <b>£340.00</b>            | <b>£278.07</b>                  | <b>£61.93</b>               | <b>Under</b>               |
| Audit                      | £90.00                    | £71.08                          | £18.92                      | Under                      |
| Subs                       | £250.00                   | £206.99                         | £43.01                      | Under                      |
| <b>GRANTS</b>              | <b>£0.00</b>              | <b>£0.00</b>                    | <b>£0.00</b>                | <b>Under</b>               |
| <b>RESERVES</b>            | <b>£300.00</b>            | <b>£0.00</b>                    | <b>£300.00</b>              | <b>Under</b>               |
| Clock                      | £300.00                   | £0.00                           | £300.00                     | ON                         |
| Election                   | £0.00                     | £0.00                           | £0.00                       | ON                         |
| DAAT site                  | £0.00                     | £0.00                           | £0.00                       | ON                         |
| <b>Spend from Reserves</b> | <b>£0.00</b>              | <b>£814.00</b>                  | <b>N/A</b>                  | <b>N/A</b>                 |
| <b>TOTAL</b>               | <b>£11,215.00</b>         | <b>£3,368.03</b>                | <b>£8,342.05</b>            | <b>Under</b>               |

**Virements recommended: No virements recommended at this time.**

Signed: Cllr. Jason Carvil Date: 3<sup>rd</sup> September 2024