

Exbourne with Jacobstowe Parish Council.

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Draft: Minutes of the Parish Council meeting held on Tuesday 10th December 2024 at 7pm in Exbourne Village Hall.

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

Also in Attendance: Alice Turner (Clerk), and 5 members of the public.

BUSINESS TRANSACTED.

1.12.24: Welcome & Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).

A member of the public thanked the Council for their donation to the Royal British Legion Poppy Appeal.

A member of the public asked Cllrs to do their 'homework' relating to Agenda items before the meeting.

2.12.24: Chair to formally open the meeting.

The Chair formally opened the Council meeting and thanked everyone for attending.

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

Apologies were received from Cllr Lawson (prior commitment)

Cllr Blakeman proposed that apologies from Cllr Lawson (prior commitment) be approved, seconded Cllr Cobb. All in Favour – Motion Carried. (RR2024/070)

4.12.24: Declarations of Interest (Chair).

No interests were declared at this time.

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

No reports were received for this meeting, however [County Cllr McInnes has sent his Winter report which can be found using this link.](#)

6.12.24 Planning:

a) New Applications: (Chair)

- i. [**3608/24/ARC Application for approval of details reserved by conditions 3 \(Landscape Plan\), 4 \(Carbon Reduction\) and 5 \(Surface Water Drainage\) of planning consent 0322/21/FUL at Development Site At Ss 599 022, Exbourne.**](#)

Cllrs discussed the application in detail and noted that SWW were not happy with the surface water drainage provision.

Concerns were raised that the surface water drainage had been calculated using incorrect figures which may well be out of date due to revised requirements.

Cllrs reviewed each condition covered by this application and noted the following:

Condition 5 – No comment as already covered by SWW.

Condition 4 – no comment as matter will be covered by building Regs.

Condition 3 – No comments agreed upon

Cllr Stuart proposed that the Council make no comment on this application, seconded Cllr Steer. All in Favour – Motion Carried. (RR2024/071)

b) Planning Concerns from Parishioner: (Chair)

- i. **Application 01124/2013. Parking area at western entrance to Great Rookery Orchard.**

The Chair read a redacted letter from a parishioner which covered their concerns.

Cllrs Carvil and Cobb reported that they had visited the site with the interested parties and noted the following points:

- The Application was over 10 years ago. As it has been over 10 years since the refusal of the application and the potential breach it is unlikely that enforcement action could be taken.
- Only action that Cllrs feel could be taken would be for a Certificate of Lawfulness to be applied for.

Cllrs queried why the Parishioner who had raised the complaint had not reported the matter to WDBC themselves. Cllrs discussed the matter and [Cllr Page proposed that the Council forward the redacted email from the Parishioner to WDBC for their consideration, seconded Cllr Stuart. 5 in Favour, 1 Against – Motion Carried. \(RR2024/072\)](#)

ii. Conservation Area - Destruction of Grass Verge at Duck Lane.

The Chair read a redacted letter from a parishioner which covered their concerns.

Cllrs Carvil and Cobb reported that they had visited the site with the interested parties.

Cllrs were informed of the points discussed at the site visit which included options to maintain the parking but to retain the green landscape.

Cllrs felt that they needed to ascertain who owned the land.

[Cllr Carvil proposed that the Council investigate who owned the land and that the item be added to the January Agenda for further discussion, seconded Cllr Cobb. All in Favour – Motion Carried. \(RR2024/073\)](#)

7.12.24: Current & New Business.

a) To discuss renewal of public defibrillator outside the Burrow (Chair)

Cllr Steer gave an overview of the equipment which would be taken on by the Parish Council. The Clerk reported that she had received a “Letter of Gifting” from SWAST. [Cllr Page proposed that the Council adopt the Defibrillator at the Burrow and authorise the Clerk to sign the letter of gifting on behalf of the Council, seconded Cllr Blakeman. All in Favour – Motion Carried. \(RR2024/074\)](#)

b) To agree communications for Parish Pump & Facebook (Chair/Clerk)

Cllr Steer agreed to draft a Facebook post relating to the defibrillator.

c) Consideration of joining WDBC wildlife warden scheme (Chair)

Cllr Carvil reported that he had joined the scheme as a private individual and would report back to the Council.

d) Free Landmark Tree from Devon Wildlife Trust for your Parish (Chair)

Cllrs discussed and expressed an interest a Black Poplar or a Hornbeam.

e) Government Consultation: Enabling remote attendance and proxy voting at local authority meetings (Chair/Clerk)

Covering Email from DLAC: At the Local Government Association Conference, the deputy prime minister announced a consultation on **allowing councils to use virtual attendance** at council meetings. This [consultation paper has been published](#) with a closing date of 19 December, applying to both parish meetings, and parish and town councils. We know the issue of remote meetings has been important to our members for a long time, and DALC's position is to advocate for parish and town councils to have the **flexibility to meet remotely**. NALC has also been campaigning nationally on this topic and we all welcome the Government's consultation. **We urge all parish and town councils to complete the consultation.** This consultation is vital for demonstrating the strong support for this flexibility.

Cllrs discussed and [Cllr Carvil proposed that the Clerk be authorised to submit an unsupportive response highlighting the issues raised by Cllrs at the meeting, seconded Cllr Blakeman. All in Favour – Motion Carried. \(RR2024/075\)](#)

f) Letter to all Parish and Town Councils in the environs of Okehampton Hospital (Chair)

The Chair read a draft response to the letter received and invited comments from the public on this matter, Cllrs discussed what they had heard and [Cllr Carvil proposed that the Clerk send the draft response with the addition that the Council would like to see the enhancement of the community hospital due to the poor A&E provision at the Okehampton Drs Surgery which only covers minor injuries, seconded Cllr Cobb. All in Favour – Motion Carried. \(RR2024/076\)](#)

8.12.24: Financial Matters – documents available at the meeting (Clerk)

a) To approve the Financial Schedule as presented at the meeting.

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 Cobb. All in Favour – Motion Carried. (RR2024/077)

b) To receive and approve the 2nd Quarter budget 2024-2025 report and virements.

The Clerk presented the [2nd Quarter budget 2024-2025 report and virements as found in Appendix B](#).

Cllr Carvil proposed that the Council approve the 2nd quarter 2024-2025 budget report as presented, seconded Cllr Cobb. All in Favour – Motion Carried. (RR2024/078)

c) To receive and discuss the 1st Draft 2025-2026 Budget.

The Clerk presented the [1st Draft 2025-2026 Budget as found in Appendix C](#). Cllrs reviewed and were happy with the draft at this stage.

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

a) Chair: Sampford Courtney are hosting a farmers information evening 10th Jan at their village hall as a presentation for sheep worrying after last year's attacks – Noted.

b) Clerk: Advanced notice 80th VE anniversary – 8th May 2025 – Noted.

c) Clerk: [West Devon Borough Council Update on support available during the Cost of Living Crisis](#). Noted.

d) Clerk: Notification of Annual Leave 21/12/2024 to 05/01/2025 inclusive - Noted.

e) Cllrs asked for Speedwatch to be added to the next Agenda.

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

The next meeting will be on Tuesday 14th January 2025 at 7pm at Exbourne Village Hall.

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

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
PM25/025	£501.05	Alice Turner	Salary (October 2024)	LGA 1972 S.112	Staff Costs/ Salary
PM25/026	£331.64	Alice Turner	Salary (November 2024)	LGA 1972 S.112	Staff Costs/ Salary
PM25/027	£236.60	Alice Turner	Expenses (Nov & Dec 2024)	LGA 1972 S.111 & S.112 & S.137	SC/Office & SC/Salary & EMR Local Grants
PM25/028	£120.00	Devon Association of Local Councils	2 x Attendance at DALC AGM & Conference	LGA 1972 S.111	Admin/Training
TOTAL	£1,189.29				

Monies held as Reserves (after payments made):

Amount	Details
£228.66	Election cost (Earmarked Reserve)
£1,500.00	Jacobstowe LEM/ Burial Ground (Earmarked Reserve)
£1,987.00	Maintenance Fund (Earmarked Reserve)
£923.20	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)
£10,716.83	TOTAL

Receipts for Information:

Payment ref	Method	Details	Amount
PR25/003	Returned Chq	RBL unpresented cheque 2023-24	£50.00
TOTAL			£50.00

Bank Situation:

Bank Total at 15/11/2024	£16,569.85
Less Payments pending	£1,189.29
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£10,716.83
Available Balance	£4,663.73

Appendix B: 2nd Quarter 2024-2025 Budget Report

Income

	2024-25 Budget	Income to 01-12-2024	Difference	Budget Position
Precept	£11,215.00	£11,215.00	£0.00	ON
Other	£0.00	£50.00	£50.00	Over
TOTAL	£11,215.00	£11,265.00	£50.00	Over

Expenditure

	2024-25 Budget	Spend to 01-12-2024	Budget Remaining	Budget Position
STAFF COSTS	£5,935.00	£3,261.63	£2,673.37	Under
Salary (& Costs)	£5,485.00	£3,059.79	£2,425.21	Under
Office expenses	£450.00	£201.84	£248.16	Under
ADMIN	£2,340.00	£1,441.78	£898.22	Under
Insurance	£1,000.00	£902.82	£97.18	Under
Hall Hire	£240.00	£190.00	£50.00	Under
Neighbourhood Plan	£700.00	£318.96	£381.04	Under
Training	£400.00	£30.00	£370.00	Under
RUNNING COSTS	£2,300.00	£291.00	£9.00	Under
DAAT	£300.00	£291.00	£9.00	Under
ASSETS	£2,000.00	£0.00	£2,000.00	Under
PROF. FEES	£340.00	£278.07	£61.93	Under
Audit	£90.00	£71.08	£18.92	Under

Subs	£250.00	£206.99	£43.01	Under
GRANTS	£0.00	£0.00	£0.00	Under
RESERVES	£300.00	£0.00	£300.00	Under
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
Spend from Reserves	£0.00	£814.00	N/A	N/A
TOTAL	£11,215.00	£6,086.48	£5,623.60	Under

Virements recommended: No virements recommended at this time.

Appendix C: First Draft 2025 -2026 Budget.

Income

INCOME	2024/25 Budget	Income to 01/12/24	Predicted at YE	Draft 2025-26 Budget
Precept	£11,215.00	£11,215.00	£11,215.00	£11,250.00
Other	£0.00	£50.00	£50.00	£0.00
TOTAL	£11,215.00	£11,265.00	£11,265.00	£11,250.00

Expenditure

	2024/25 Budget	Spend to 10/12/24	Predicted at YE	Draft 2025-26 Budget
STAFF COSTS	£5,935.00	£4,094.32	£5,744.48	£6,750.00
Clerk Salary & Costs	£5,485.00	£3,866.48	£5,336.64	£6,150.00
Office expenses	£450.00	£227.84	£407.84	£600.00
ADMIN	£2,340.00	£1,691.78	£2,387.82	£2,300.00
Insurance	£1,000.00	£902.82	£902.82	£1,250.00
Hall Hire	£240.00	£310.00	£385.00	£300.00
Neighbourhood Plan	£700.00	£318.96	£700.00	£450.00
Training	£400.00	£160.00	£400.00	£300.00
RUNNING COSTS	£2,300.00	£292.00	£2,291.00	£0.00
DAAT	£300.00	£291.00	£291.00	£0.00
ASSETS	£2,000.00	£1.00	£2,000.00	£0.00
PROF. FEES	£340.00	£313.07	£313.07	£350.00
Audit	£90.00	£71.08	£71.08	£100.00
Subs (DALC/NALC & ICO)	£250.00	£241.99	£241.99	£250.00
GRANTS/DONATIONS	£0.00	£100.00	£100.00	£0.00
RESERVES	£300.00	£0.00	£300.00	£1,850.00
Clock	£300.00	£0.00	£300.00	£350.00
Election	£0.00	£0.00	£0.00	£500.00
General Reserve	£0.00	£0.00	£0.00	£1,000.00
TOTAL	£11,215.00	£6,491.17	£11,136.37	£11,250.00

Signed: _____ **Date:** _____

- 28 - 2024

Meeting date: 10-12-2024

Initialed as a correct record: _____