

**Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on Wednesday 30<sup>th</sup> June 2010 in the vestry of Jacobstowe Parish Church**

**18. Those present**

**Cllr Luxton – Chairman  
Cllr Weeks  
Cllr Glanville  
Cllr Blakeman  
Cllr Cobb  
Cllr Lawson**

**Fiona Rook – the internal auditor  
Two members of the public**

**19. Apologies for absence** – Cllr Phipps owing to work commitments.

**20. Declarations of Interests** – Cllr Weeks declared a personal interest in items 8.1 and 8.2 as he is a member of WDBC.

**21. Minutes of the last meeting** – Cllr Blakeman proposed that the minutes of the last meeting were an accurate record, this was seconded by Cllr Cobb. The Chairman signed the minutes.

**22. Matters arising from the last meeting**

**22.1 Confirmation that Lorraine Foster is willing to continue as the representative on the Governing Body of Exbourne school** – a letter has been received from Mrs. Foster confirming this.

**22.2 West Devon Peer Review** – Cllr Weeks stated there was frustration that WDBC was not responding quickly enough to the issues raised in this review. Dan Bates has presented a report – major concerns expressed in connection with enforcement. Cllr Weeks has written to Lesley Halton and has received a very un-informative response. It is still going to take a few months before there is anything to show councillors. Cllr Weeks now intends to involve the whole planning committee.

**22.3 Consider a donation to Okehampton & District Community Transport Group** – the clerk had been contacted by telephone and informed that one person in Jacobstowe and 7 people in Exbourne use the service. Cllr Blakeman stated he had asked someone if they used it and had been informed that they had, but had found it travelled a long route picking up people and it was easier to use a taxi. The Chairman asked if anyone wished to propose an amount for a grant – there were no proposers. The clerk will advise them there will be no grant at this time.

**22.4 Update on Jacobstowe Burial Ground** – the Chairman has passed the documents to Warren Gray, who is going to liaise with the church to move things forward.

**22.5 Status of clerk** – Fiona Rook explained to the council that she had spoken to HMRC. If a clerk is employed by two councils then the second employer should run a payroll. A way around this is if the 2 employers are classed as associate employers then they become one employer.

She advised that if an association was formed then there should be a short written agreement between the 2 parish council's.

The chairman asked if the council would be happy for him to speak to Sandra Harper, chairman of Sampford Courtenay Parish Council, to discuss a way forward. All were in agreement for him to do this.

### **23. New Items**

**23.1 Discuss dangerous dog who has recently attacked a family pet** – the clerk read out the letter from Dr and Mrs. Bromilow detailing the incident concerned. A letter has also been received from Mr. and Mrs. Stevenson and this item had been discussed under the public section at the start of the meeting.

The Chairman has had a long conversation with Inspector David Hammond, who is now going to review the case. It is not a criminal offence. He has stated he will meet with Dr and Mrs. Bromilow when they return from their holiday. They have been informed of this and are happy with this result.

The dog warden and the RSPCA have been informed. There is no legislation to prevent further attacks. The police made the point that the breed of dog concerned is a greyhound and they do naturally chase things.

The Chairman was not aware of any action that the parish council could take. Cllr Blakeman suggested writing a letter to the dog owner. Cllr Lawson seconded this with all in favour.

A member of the public stated they are pleased the council is taking that action.

The two members of the public left the meeting.

The Chairman brought forward the discussion with the internal auditor on the internal audit

### **27.2a Internal Audit**

Fiona Rook, the internal auditor, informed the council that the Annual Return had been signed and returned. There were some points she wished to bring to the council's attention: -

- i. Risk Assessment – this had not been reviewed since March 2009. The clerk has it as an agenda item this evening and Fiona suggested reviewing in again in Feb/March 2011.
- ii. Financial Regulations and Standing Orders – again reviews have not been carried out, but they are on this evenings agenda and it was recommended a review be carried out again in Feb/March.
- iii. Contract of employment – a signed contract of employment needs to be in place with the clerk.
- iv. Handbells – the clerk and internal auditor were not sure where these were. Cllr Weeks confirmed they are at his house and covered by his household insurance.

- v. Asset Register – one of the seats has been overlooked
- vi. The burial ground – the internal auditor cannot see that the burial ground is covered by the insurance policy. The clerk has contacted the insurance company and any ground owned by the parish council is covered by the public liability insurance.

Cllr Weeks wished to record his thanks to Fiona for carrying out such a thorough job. The Chairman echoed these sentiments.

Fiona Rook left the meeting.

**23.2 War Memorials** - Cllr Weeks has looked in the minutes.

January 2008 – a letter received asking the parish council to adopt the war memorial in Jacobstowe churchyard. It was proposed and seconded that the parish council should adopt the two war memorials.

February 2008 - the insurance can be amended to include the 2 war memorials if a value is known. Cllr Hordern was to obtain an approximate value.

March 2008 – Cllr Hordern unable to obtain a value, but Cllr Lawson stated he could obtain a replacement value.

April 2008 – Cllr Lawson supplied replacement values £12,000 (Exbourne) and £8,000 (Jacobstowe). These would cost an extra £312 to insure. It was agreed to seek alternative quotes.

May 2008 – other council's insured war memorials under street furniture.

July 2008 – further insurance quotes received, but in excess of quotes already received. It was decided to accept the risk, but not insure them.

With regard to the clock – the parish council does NOT accept liability for the clock as it does not regard it as a war memorial. The parish council, however, will pay for the annual service, but not any costs arising from this service. This payment is reviewed on an annual basis.

**23.3 Amendments to Registers of Interest** – all the councillors present have no amendments to make. The clerk to check with Cllr Phipps.

**23.4 Review Risk Assessment** – this was discussed and a few minor amendments suggested. These will be made by the clerk.

**23.5 Review Standing Orders** – the only amendment to make here is to include the resolution passed at the March 2010 meeting allowing the service of summons, agendas and supporting documents by email to councillors who request it.

**23.6 Review Financial Regulations** – no amendments to make.

**24. Matters arising from circulated correspondence (info only)**

There was none.

## **25. Parish Paths Partnership (P3)**

**25.1** The newsletter has been received along with a questionnaire. The clerk has consulted with Ian Brooker and this has been returned.

## **26. Planning**

**26.1** Applic No. 00465/2010 Risdon Farm, Jacobstowe – extension to free range egg unit to allow additional 4000 birds. Comment required prior to meeting: - ‘Support as an enlargement of agricultural activities. The new construction should match the existing facilities. We would welcome an increase in landscaping on the site.’ All were in agreement to this comment.

**26.2** Applic No. 00545/2010 Easterbrook House, Fore Street, Exbourne – external alterations to dwelling. This was discussed at the meeting and it was decided to support the application because it would improve the appearance of the dwelling, which is in the conservation area.

**26.3** Applic No. 00134/2010 Land adjacent to Beech Lodge, Jacobstowe – outline application for single dwelling. Granted conditional consent.

**26.4** Applic no. 00385/2010 Meadows Edge, Exbourne – residential extension. Granted conditional consent.

**26.5** Applic No. 00433/2010 1 Parade Cottages, Duck Lane, Exbourne – alterations and extensions to dwelling. Granted conditional consent.

**26.6** Cllr Weeks informed the parish council that the mobile home at Stockbeare Farm has been granted conditional consent.

## **27. Finance**

**27.1** Invoice for insurance – the clerk had checked with Came and Company and the reduced figure did not apply to all three years. A cheque had been signed for **£281.49**. The policy has been received. The clerk could not see mention of office equipment and had contacted the insurance company and had been informed it is under ‘Business All Risks’.

**27.2** Invoice from My Business Centre for Internal Audit - £176.25  
Cllr Weeks proposed this invoice be paid. This was seconded by Cllr Cobb and agreed by all.

**27.2a Discuss Internal Audit Report** – done earlier in the meeting.

**27.3** Details of balance at bank – the most recent bank statement shows a balance of £7972.89 as at 15<sup>th</sup> June 2010. Previous cheques have gone through. There is the hire of the hall for April/May (£33.00) and the grant for the pre-school (£75.00). This brings the balance to **£7864.89**.

Of this £2822.42 is P3 money ( work at Buskin £200 and work on restricted bye way

£2375 + other smaller sums). £5042.47 is precept money.

**28. Matters at the discretion of the Chairman**

**28.1** Cllr Weeks stated he was still receiving complaints about dog fouling.

**28.2** The Chairman and Cllr Lawson send there apologies for the next meeting.

The next meeting will be held at The Village Hall, Exbourne on Wednesday July 28<sup>th</sup> at 8.00 p.m.

The chairman closed the meeting at 9.20 p.m.