

**Minutes of a Meeting of Exbourne with Jacobstowe Parish Council
held on Wednesday 29th June 2011 at 20.00 in Exbourne Village Hall.**

20. Those present

**Cllr Weeks
Cllr Phipps
Cllr Glanville
Cllr Blakeman
Cllr Cobb
Cllr Lawson**

There was one member of the public. Fiona Rook, the internal auditor, and Trevor Hill, the Borough Councillor for the Exbourne ward, were also present.

Cllr Weeks was in the chair.

The clerk apologised to all for incorrectly printing the start time as 19.30 on the agenda. The member of the public wished to raise about the sewage still coming out over the road Near Court Barton and the pit at Holebrook Lane.

21. Apologies for absence – the chairman, who is away.

22. Declarations of Interests – the clerk informed Cllrs that a new planning application had come in at St Johns Park, Exbourne. Cllrs Phipps and Glanville declared personal interests in item 4.2 as they are members of the Playing Fields Association. Cllr Weeks declared a personal interest in item 5.2.1 as he is a member of the Local History Group. Cllr Blakeman declared a personal and prejudicial interest in the planning application at St Johns Park as he works for the applicant.

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

24. Matters arising from the last meeting

24.1 Jacobstowe burial ground – The Venerable John Rawlings (Archdeacon of Totnes) has now made a response following the meeting held with Cllrs Luxton and Weeks. He has stated the church has no choice but to follow the procedure (which includes the report) set down by the Charity Commission. The £500 consideration is also a demand made by the Charity Commission as the purchase price originally would have been rather more if what is now being established by the removal of covenants had been part of the original deal.

Warren Gray has been informed and he stated that he does not have first hand knowledge of the Charity Commissioners, but feels that if this is the advice the Archdeacon has been given then this is the path that has to be followed.

The situation at present is that if the parish council proceeded a large sum of money would be spent and the conditions attached are restrictive so there would be little gain.

Cllr Cobb stated that the Jacobstowe Community Group would like to make an approach to the Bishop and if they were successful would the parish council ring fence the £1300? It was proposed by Cllr Lawson that the council takes this item off the agenda for three months for the JCG to investigate and if they are successful the parish council will underwrite any expenses up to the £1300 already agreed. This was seconded by Cllr Phipps and agreed by all.

Cllr Cobb asked for a copy of the 'wish list' (i.e. what the community wishes to be able to do with the land). Cllr Luxton probably has it, but the clerk will have a look at the items she has.

24.2 Playing Fields Crossing – the clerk had contacted Cllr McInnes and just prior to the meeting had received some suggested dates for a meeting. The council decided upon Thursday July 14th at 10.00 a.m. The clerk to contact Exbourne C of E School and Exbourne Pre-School to advise them of this meeting.

24.3 School Governor- confirmation from Lorraine Foster as to position – she is happy to continue as the council's representative until September 1st. When the school is federated she is sure there will be no Community Governor, but she has been asked to be a foundation governor, which she is currently considering. If anyone has any questions she is quite happy to answer them.

The clerk was asked to acknowledge her response.

24.4 Queens Diamond Jubilee – the council has already indicated its support towards an event for the Jubilee rather than the Royal Wedding. In past years a committee has been set up to raise funds. The council would support the provision of some form of memorabilia for children in the parish.

It was agreed by all that a meeting be held on Wednesday 17th August in the village hall to assess the level of interest. Cllr Weeks stated he would print off leaflets to be distributed to all the households and the details can be put on the website.

The council can discuss how much to put towards it when it considers the precept in November.

24.5 Removal of hedge at Risdon Farm, Jacobstowe – the parish council had noticed that a section of hedge had been removed when a site meeting had been held back in October. The Landscape Officer was informed. She had already received a complaint about another piece of hedge. The land was for sale and Cllr Weeks wished to check that the buyer would not be held liable, but he has been informed that the responsibility lies with the vendor.

Cllr Weeks had been told the legal dept would be following this up, but they have not and he chased it up before he stood down as Borough Councillor and still nothing has been done. Cllr Weeks proposed that Cllr Hill now takes it up. All were in favour.

25. New Items

25.1 Internal Audit – Fiona Rook hopes to attend the meeting.

Fiona was in attendance and presented her report to the meeting. She had had to raise a non-compliance with the financial regulations as they state that when expenditure is over £100, but under £1000 then three estimates are sought and when expenditure is over £1000 then three quotes are obtained. This hasn't been done with some of the payments. The financial regulations can be altered. It was considered best to just obtain quotes and raise the level and perhaps exempt P3 expenditure as this is overseen by DCC. In the clerk's contract it states that holiday pay will not be paid – this does not comply with regulations.

A mileage rate should be stipulated in the contract.

Fiona has requested a copy of the mandate. The clerk will type a letter to be signed by two signatories making this request to the bank.

She found it difficult to see which was the approved budget. It should be signed and a copy kept with the minutes.

The asset register needs to be updated with revised insurance figure.

The Associated Employers status needs to be formally approved.

The chairman thanked Fiona for attending. She then left the meeting.

The financial regulations and clerks contract needs to be reviewed.

25.2 Consideration of requests for grants.

The chairman explained there was £450 in the budget for expenditure on grants and £100 towards expenditure on items coming under S.137 of the Local Government Act. He also reminded Cllrs that a donation is usually made towards the Royal British Legion.

25.2.1 Request from from Local History Group towards cost of printing – the clerk informed the council any donation here would come under S.137.

After much discussion Cllr Lawson proposed that the council did not give a grant as it was understood that the group had sold all copies and arranged for a second print run, but if the group suffered any loss the council would help cover this with a donation of up to £20. Cllr Blakeman seconded with all in favour.

25.2.2 Request from PCC to assist with upkeep of the churchyard- the clerk reminded the council that they received a burial grant of £58 from WDBC. Cllrs queried if all churchyards could receive some funding. The chairman stated he felt that only those who have made applications should be considered and this was agreed by all. After much discussion Cllr Glanville proposed that a donation of £100 be given (this includes the £58 burial fund grant so only £42 coming out of the grant budget). This was seconded by Cllr Phipps with 4 in favour. Motion carried.

25.2.3 Request from PCC to assist with annual clock maintenance – the chairman stated that the money for this is in the maintenance budget and the invoice is sent directly to the parish council so the VAT can be reclaimed. The parish council has agreed to finance the annual service of the clock, but not any repairs arising from the service.

25.2.4 Request from village hall to sponsor a village Christmas tree – the clerk informed the council that any donation made to this would come under S.137.

Cllr Lawson proposed that £25 be given towards the sponsorship of a Christmas tree and £75 be donated towards the Royal British Legion. Cllr Blakeman seconded with all in favour.

25.2.5 Request from village hall to assist with maintenance – the chairman acknowledged that some work was needed on the village hall and their letter details painting woodwork, replacing guttering and tidying up the porch. The chairman proposed £150 as pledge which will be paid when the council has been notified that the work has been done. This was seconded by Cllr Phipps and agreed by all.

25.3 Highways – Devon County Council grass cutting – reduction in service – WDBC has sent a letter. The grass verges within 30mph speed limit areas in towns and villages has been cut 6 times a year, but this is going to be reduced to 4 (April, June, July/August, Late September/October).

Mr. Stoneman at Coxwell Green has written stating that as the new village shop is to be constructed this will cause extra traffic on alternative routes. He requests the potholes in Hole Brook Lane be repaired. The clerk to acknowledge the letter and state it has been reported that these potholes have been filled in.

25.4 Street Lights – conversion to part lighting – the clerk has contacted the person in Connection with this. DCC are gradually converting the county's lights to part lighting. Exbourne has around 50 lights and they are in this years programme. If the council Wished to bypass a consultation then they could go to the top of the list, but the council felt it was important to consult as there are mixed opinions.

It was reported that the light outside the chapel was coming on in the early afternoon and the light by the shrubbery was not working at all. The chairman would report this.

25.5 Received copies of Adopted Core Strategy and Adopted Local Plan Review
These will be circulated with the correspondence.

25.6 Clerk's contract and cancel standing order – the clerk explained she had resigned as Clerk to Sampford Courtenay Parish Council. The associated employers status will now no longer be required. The clerk's contract will need to be amended – the clerk will produce a draft. A form cancelling the standing order was duly signed by two councillors. The clerk asked to write to Sampford Courtenay Parish Council terminating the agreement with the computer.

26. Matters arising from circulated correspondence (info only)

Cllr Glanville referred to an email from a parish council in Suffolk seeking new planning guidance to major developers urging them to attend town/parish council meetings to answer questions and to provide resources to enable the local council to assess the planning application. They have requested support from other parish councils. Cllr Glanville proposed that this council supports them. This was seconded by Cllr Blakeman And agreed by all.

27. Parish Paths Partnership (P3)

Ian Brooker has stated he is happy to continue as P3 Co-ordinator. He has just completed the first strimming around several stiles and gates. He has installed a gate on the bridge on Footpath 1. He will be replacing the hanging post, opposite John's Park, with the help of the landowner on Footpath 3 in the near future. There may be one other small project, but he will advise of this if he gets permission to proceed from the landowner.

28. Planning

28.1 Applic No. 01585/2011 (Devon County Application) Exbourne C of E Primary School, Exbourne – conservation area consent for the removal of UPVC lean-to covered area and remodelling and extension of school house. Comment required prior to meeting. Support demolition of conservatory and its replacement. Suggest screening by decking to protect privacy of residents in Blenheim Lane. No objections to oak frame structure of lean to, but regard use of perspex as unsuitable because of closeness to Grade 1 listed church.

The chair requested this decision be ratified. Cllr Blakeman proposed and Cllr Glanville seconded. All in favour.

28.2 Applic No. 01611/2011 Rose Cottage, Jacobstowe – partial demolition of unstable wall, reconstruction and alterations. Reinstatement of chimney and windows (partially retrospective). Discuss at meeting.

The council supports the application, however, they do have concerns that the access is being altered and this is not covered in the application. This was proposed by Cllr Phipps and seconded by Cllr Cobb.

28.3 Applic No. 01420/2011 Dornaford Park, Exbourne – single storey extension to rear elevation. Granted consent.

28.4 Applic No. 01426/2011 Land at Hayes, Holebrook Lane, Exbourne – proposed extension to existing stock building and erection of tractor/implement shed. Granted conditional consent.

The member of the public left the meeting.

Cllr Blakeman declared a prejudicial interest and left the meeting.

28.5 Applic No. 01642/2011 St. Johns Park, Exbourne – removal of porch and replacement with sunroom plus replacement window. It was proposed by Cllr Lawson that this application be supported. This was seconded by Cllr Phipps with all in favour.

Cllr Blakeman returned to the meeting.

28.6 Applic no. 01315/2011 -1 The Cow Shed, Higher Cadham Farm, Jacobstowe Variation of condition 2 of planning permission 2009/1994/986/06, March 1994, in order to remove holiday condition and change to "The property shall be made available solely as affordable rental housing and kept as such for perpetuity, and shall not be sold as separate freehold market housing. This has been refused consent.

28.7 Applic No. 01329/2011 2 The Cow Shed, Higher Cadham Farm, Jacobstowe
Variation of condition 2 of planning permission 1021/2000 dated 8th December 2000, in order to remove holiday condition and change to "The property shall be made available solely affordable rental housing and kept as such in perpetuity, and shall not be sold as separate freehold market housing. This has been refused consent.

28.8 Applic No. 01317/2011 The Annexe, Higher Cadham Farm, Jacobstowe
Change of use of annexe flat to self contained affordable residential unit. This has been refused consent.

Cllr Hill stated items 28.6, 28.7 and 28.8 had been recommended refusal by case officers. Cllr Hill felt they should have been granted permission, but the planning committee were adamant that as the properties were already being used for affordable housing before permission was sought they were going to refuse it. The applicant is going to appeal.

The above notices were placed in the correspondence file.

29. Finance

29.1 Received invoice from clerk for expenses - £4.63

Cllr Cobb proposed this be paid. This was seconded by Cllr Lawson and agreed by all.

29.2 Invoice from My Business Centre Ltd. for internal audit - £186.00

The chairman stated this amount was covered in the budget.

Cllr Cobb proposed this be paid. This was seconded by Cllr Blakeman and agreed by all.

29.2a Donation towards the upkeep of the churchyard - £100.

This was agreed on page 50 item 25.2.2 and it was agreed by all that this should be paid.

29.3 Received sum of £8.10 from Sampford Courtenay Parish Council (half cost of stationery)

29.3a Standing order payment to SCPC will have been paid out on 25th June 2011 - £136.80

29.4 Review of budget – a review of the budget had been circulated to all Cllrs. There are no serious issues. Everything is on track.

29.5 Details of balance at bank – the most recent bank statement shows a balance of £7713.33 as at 1st June 2011. There is the hire of the hall for April/May/June £49.50. Outstanding cheque 613 £32.26 the standing order £136.80 due to be paid out on 25th June. There are the cheques paid this evening £4.63, £186 and £100. There is the sum Of £8.10 which has been paid in, but does not show on this statement. This brings the balance to **£7212.24**. Of this £272.42 is P3 money and £6939.82 is precept money.

30. Matters at the discretion of the Chairman

30.1 The chairman stated he had contacted Jim Burdiss regarding the sewage leak Between Court Barton and Rookery Cottage and he asked if a complaint had been

Registered. The chairman had the contact details for the Consumer Council for Water and read out a letter and proposed the parish council send it. Cllr Cobb seconded and all were in favour that the letter be sent. The clerk to type up ASAP and send copies to Trevor Hill and Cllrs.

Cllr Hill had spoken to Jim Burdiss, who had explained the Environment Agency were Reluctant to serve an Enforcement Notice on SWW. Cllr Hill stated he will follow it up.

The next meeting will be held at The Vestry, Jacobstowe on Wednesday July 27th at 8.00 p.m.

The chairman closed the meeting at 10.00 p.m.