

**Minutes of a Meeting of Exbourne with Jacobstowe Parish Council held on Wednesday 26<sup>th</sup> January 2011 in the Village Hall, Exbourne**

**84. Those present**

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

**Two members of the public were present**

**85. Apologies for absence** – there were none.

**86. Declarations of Interests** – Cllr Weeks declared a personal interests in the planning applications up for discussion as he is a member of WDBC and item 4.5 as he is a member of the group. Cllr Blakeman declared a personal and prejudicial interest in items 8.2, 8.3 and 8.4 as he acted as consultant to the applicants. The chairman declared a personal interest in items 4.5 and 8.1 as he is a member of the local history group and neighbour to the applicant.

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

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

**88.1 Update on Jacobstowe Burial Ground** - correspondence has been received and circulated via email. Mr. Gray has written to Michelmore Hughes regarding the wording of the covenants. He feels the parish council is not in a strong bargaining position. Michelmore Hughes will do no more work on this until an undertaking is given on behalf of the parish council that they will meet the legal costs in connection with this issue. The chairman has sent his objections to the Archdeacon. A discussion was held and it was decided that the council could not agree to settle an account without knowing an estimate of what the costs are likely to be. Cllr Cobb proposed that an estimate is sought and this was agreed by all. The chairman will instruct Mr. Gray to convey this communication to Michelmore Hughes.

**88.2 Restoration of war memorial at Jacobstowe** – an email has been received from The War Memorial Trust stating the treatment of the rust on the lamp holder and the re-painting of the lettering would be eligible for the Small Grants Scheme. The clerk was instructed to send the email onto Rod Lane.

**88.3 Setting the budget for 2011/2012** – this will be discussed under finance.

**88.4 Clerk's employment status and PAYE** – a meeting between the chairman, Sandra Harper, chairman of Sampford Courtenay Parish Council, and the clerk. As the combined wages are below the tax threshold does a payroll actually have to be operated? If one parish council is the employer do they need to register or can they just hold a P46? Further clarification on these issues is being sought from HMRC. The internal auditor has been assisting the clerk with this. The chairman asked the council if they were happy that should a payroll have to be operated that this parish council shares half of the cost with Sampford Courtenay? Also were they happy if Sampford Courtenay is regarded as the employer and a standing order is set up to pay them the wages that this parish council is responsible for? The chairman asked the council if, subject to agreement by Sampford Courtenay, they approved of this arrangement. Cllr Blakeman proposed that this was acceptable and this was seconded by Cllr Weeks and agreed by all.

**88.5 Request for donation to Local History Group** - the chairman left the meeting and Requested Cllr Glanville take the chair. The clerk informed the council that this would be a donation using S.137 of the Local Government Act, which allows councils to spend money on items not listed as principle powers or duties, which are of benefit to the parish. The Local History Group have recently launched Research Proceedings Volume 1 Booklet. The total cost of printing was £110 and £70 of that has been received in donations from other sources. Cllrs felt that it was a worthwhile group to support. Cllr Cobb proposed that a donation be made, but a decision on the amount be taken in April when grants to organisations is considered. This was seconded by Cllr Lawson and agreed by all.

## **89. New Items**

**89.1 Letter from PCC requesting an increase in the donation towards the upkeep of the churchyard and assistance with the annual clock maintenance** – in previous years the parish council has paid for the annual service of the clock, but not necessarily any costs arising from the service.

Cllr Blakeman felt the churchyard was an asset and should be supported. Cllr Weeks proposed that a decision on this also be made in April in the new financial year and when grants are considered. This was seconded by Cllr Cobb and agreed by all.

**89.2 Highway Matters including road closure on Duck Lane, Exbourne** – Carillion Telent are to carry out some work for Openreach. Duck Lane will be closed between 11<sup>th</sup> April and 13<sup>th</sup> April. The notice was put up in the village hall.

A letter was received from James McInnes stating he can be contacted about any Winter Highway issues. The councillors stated the grit bins had not been re-filled.

Cllr McInnes also mentioned his "Locality Budget", which can help with community projects. The council asked the clerk to contact him and ask if some money could be sought to help with the legal costs involved in acquiring the burial ground at Jacobstowe.

**89.3 Circulation of information to parishioners** – during the icy weather the chairman had forwarded on emails regarding recycling/refuse collection to parishioners and this

had been appreciated. The clerk is happy to set up a list of emails and then forward on items of interest to parishioners. Parishioners to be given a chance to lodge their email with the clerk. Hatherleigh.net to be included.

A member of the public is present in connection with their planning application and to prevent them waiting any longer the meeting moved to item 92.9a

**92.9a** Applic No. 01167/2011 Nymphaze, Exbourne – alternative scheme for two storey side extension and single storey storage extension. The extension to north has been moved closer to the highway, the windows on the front now match existing and the window overlooking Meadows Edge has been reduced in size. It was felt the window would not infringe the neighbours privacy. Cllr Weeks proposed that the application is supported. Cllr Phipps seconded this and all were in agreement.

One member of the public left the meeting.

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

There was none.

**91. Parish Paths Partnership (P3)**

The work at Buskin Farm and Higher Cadham has been completed.

**92. Planning**

**92.1** Applic No.01101/2010 Hayes, Holebrook Lane, Exbourne – erection of 2 new dwellings. Comment prior to meeting – objected as it was felt the dormer windows design with a shallower pitch roof than proposed for the main roof and the absence of overhang was out of keeping with the examples prevalent in the village.

**92.2** Applic No. 01096/2010 Ivy Cottage, Jacobstowe – alterations and works to dwelling. Comment prior to meeting – support as it was considered a sympathetic approach to resurrect a dilapidated structure into a residential property commensurate with its surroundings. Cllr Blakeman stated it had been granted conditional consent today.

**Cllr Blakeman left the meeting.**

**92.3** Applic No. 01131/2010 Stone Farm, Fore Street, Exbourne – change of use of barn to holiday let and ancillary domestic use. Discuss at meeting. The proposal retains the character of the building. Cllr Phipps proposed that the application is supported. This was seconded by Cllr Glanville and agreed by all.

**92.4** Applic no. 01130/2010 Stone Farm, Fore Street, Exbourne – conservation area application for demolition of wall. Discuss at meeting. It was agreed to support.

Cllr Blakeman returned to the meeting.

**92.5** Applic No. 00994/2010 Nymphaze, Exbourne – householder application for two storey side extension and single storey storage area. This application has been withdrawn.

**92.6** Applic No. 00885/2010 Risdon Farm, Jacobstowe – erection of an agricultural workers dwelling. Refused permission.

**92.7** Applic No. 00973/2010 Ivy Cottage, Jacobstowe –infilling of vehicular access and creation of new access. Replacement garden shed (removal of existing) and siting. Granted conditional consent.

**92.8** Applic No. 00974/2010 2 Rookery Cottages, Exbourne – demolition of existing porch and erection of upvc conservatory. Refused permission.

**92.9** Applic No. 00975/2010 Orchard House, Exbourne – revised scheme for alterations and extensions to existing outbuildings to provide additional ancillary domestic space. Refused permission.

**92.9a** Applic No. 01167/2011 Nymphaze, Exbourne – discussed earlier in the meeting.

The member of the public left the meeting.

### **93. Finance**

**93.1** Invoice from A. Eustace, Buskin Farm for work carried out on the footpath - £235. 00. Cheque signed prior to meeting. A payment from P3 money. All were in favour.

**93.2** Invoice from Higher Cadham for reinstating lane between Woodhall and the Monkokehampton road - £1821.25. This is also a payment from P3 money. All were in favour that this should be paid. A cheque was signed.

**93.3** Invoice from clerk for wages and expenses - £276.26. Cllr Cobb proposed that this be paid. This was seconded by Cllr Lawson. A cheque was signed.

**93.4** Review of budget – this was discussed. Well within the budget. The grant for the pre-school has not yet been requested.

**93.5** Details of balance at bank - the most recent bank statement shows a balance of £7910.93 as at 11<sup>th</sup> January 2011. There is the hire of the hall for Oct/Nov/Jan (£49.50), the Grant to the pre-school (£75). There are no outstanding cheques, but there are the cheques signed this evening for £1821.25 and £276.26. This brings the balance down to **£5688.92**. Of this there is currently a negative balance for P3 of -£261.96 and £5950.88 is precept money. The clerk pointed out that there is VAT to reclaim of £459.38 connected to P3 and this will bring the balance up to £197.42.

**88.3 Setting the budget for 2011/2012** – the financial working group have met and have produced a report. Cllr Weeks explained the parish council has earmarked reserves for election costs and I.T. There are the possible legal costs involved in acquiring the burial ground at Jacobstowe and there are funds available for this. It is election year this year and the cost depends on how many elections there are, but it could be in the region of £1200. The FWG did not wish to reduce the precept any further and have kept it at £5145. Cllr Blakeman asked about the training budget. If there are new Cllrs would £150 be enough? Cllr Weeks stated the General Reserves can be used to fund any overspend.

The Chairman asked about the forthcoming royal wedding. The remaining member of the public has advised that a meeting is being held tomorrow evening and wishes to know what assistance, if any, the village could expect from the parish council. After some discussion it was decided that the parish council did not wish to acquire commemorative china, but if funding was required then the parish council would consider making a donation from the general reserves.

Cllr Blakeman proposed that the precept remains at £5145 for the year 2011/12. This was Seconded by Cllr Lawson.

Cllr Glanville proposed that the precept be increased by £100 (£50 on the general reserve and £50 on grants). There was no seconder for this proposal.

The majority were in favour of setting the precept at £5145.

The FWG also asked that the unspent 2010/11 budget in respect of the Jacobstowe Burial Ground be rolled forward for future maintenance of the site. All were in favour. The FWG also asked that other than earmarked reserves any credit balance at the end of the 2010/11 financial year plus reclaimed VAT for 2010/11 be added to the General Reserves. All were in favour.

#### **94. Matters at the discretion of the Chairman**

**94.1** Cllr Phipps mentioned the potholes. Cllr Weeks stated they have been marked to do, but he has been informed that the potholes on the unclassified roads will have to wait as those on the main roads have priority.

Cllr Phipps also stated there was sewage coming out of the manhole cover at the bottom of the lane leading to Court Barton. The clerk will inform the relevant authority.

The next meeting will be held at The Village Hall, Exbourne on Wednesday February 23<sup>rd</sup> 2011 at 8.00 p.m.

The chairman closed the meeting at 9.50 p.m.