

# OFFWELL PARISH COUNCIL

## NOTICE OF ANNUAL MEETING of PARISH COUNCIL

Dear Sir/Madam,

I hereby give notice that a meeting of the **PARISH COUNCIL** of the above named Parish will be held in Offwell Village Hall **on Wednesday 17<sup>th</sup> May 2022 at 6.30.pm.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set below.

Councillors are requested to attend at 6.00pm in order that the Hall may be prepared in accordance with the Covid-19 safe measures adopted for the resumption of Council Meetings.

**Please note that all persons proposing to attend the meeting must adhere to the following Covid-19 Safe Conditions of Entry to the meeting**

**No person to attend the meeting if they or anyone in their household has had Covid-19 symptoms in the last 7 days.**

**If anyone becomes unwell with a new continuous cough or a high temperature in the 7 days following the meeting, they must advise the Clerk or Chair and are advised to follow the stay at home guidance.**

Dated this 12<sup>th</sup> May 2023

*Adrian Jenkins*

Adrian Jenkins: **Clerk to the Parish Council**

Tower View Fruit Farm, Offwell EX14 9RW

email: [offwellparishclerk@aol.co.uk](mailto:offwellparishclerk@aol.co.uk)

### **Agenda**

Chair to welcome and outline the Covid-19 Measures adopted for Council meetings

#### **OPEN SESSION (Public Forum)**

Questions & representations from parishioners relating to reports or business to be conducted on this agenda or regarding other matters which they wish to bring to Council's attention. This is a 15 minute session where any member of the public may speak for up to three minutes. It provides an opportunity for members of the public (who are not usually permitted to speak during the council meeting, other than by special invitation of the Chair to participate before the meeting by asking questions, highlighting matters of concern or making representations regarding Offwell Parish. No decisions can be taken on matters raised during this part of the meeting unless the subject is already an item on the published agenda.

**Before speaking, please give your name and address to the Clerk**

## **BUSINESS TO BE TRANSACTED**

1. Election of Chair
2. Chair to sign Declaration of Acceptance of Office
3. To receive apologies for absence and to approve reasons given (LGA 1972 S.85 (1))
4. To receive any declarations of interest relating to items outlined in this agenda (this does not preclude the duty to declare further interests as applicable)
5. Election of Vice Chair
6. Members to sign their Declarations of Acceptance of Office
7. Register of Interest forms
8. Confirmation of Responsible Financial Officer for 2022/23
9. Confirmation of the Internal Auditor
10. Confirmation of Councillor Responsibilities/ Representatives on other Committees/Bodies
11. Minutes of the Meeting held on 19th April 2023
12. Matters arising from the Minutes
13. Co-option to fill vacancy on Council
14. Reports:
  - a) Police
  - b) District and County Councillors
  - c) Clerk
  - d) Offwell Neighbourhood Support Group
  - e) Highways Matters
    - 1) Village Traffic awareness
    - 2) A35 submission to National Highways
    - 7) Other Highways matters
  - f) Footpaths Report
  - g) Any Other Reports
15. Correspondence
16. Finance
  - a) Current Financial Position
  - b) Expenditure to be approved for which bills have been received
    - 1) Payment of £365.44 for the Clerk's salary for the month of May 2023
  - c) Renewal of Council Insurance Policy
10. Planning Applications
  - a) **23/0766/FUL -Little Foxes Ramsden Lane Offwell Devon EX14 9RY**  
Proposed remodelling of roof including dormers, cladding and installation of solar pv panels on roof.
  - b) **23/0735/FUL – Tower Road, Offwell**  
The construction of a Youth Football Facility, including clubhouse, parking, storage and football pitches to suit all age groups.
13. Agenda Items for Next Meeting
14. Date and Time of Next Meeting

