OFFWELL PARISH COUNCIL

NOTICE OF 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 28th September 2022 at 7.30pm.**

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 7.00pm 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

All attendees are recommended to bring and wear a mask (particularly in confined spaces such as the foyer and toilets), use hand sanitiser provided (and bring their own hand sanitiser if they prefer).

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

Attendees must leave contact details prior to the start of the meeting, or use the building QR Code.

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.

In order to protect everyone present at the meeting, we would also request that persons wishing to attend take and receive a negative lateral flow test result just before coming to the Village Hall.

Dated this 23rd September 2022

Adrian Jenkins

Adrian Jenkins: **Clerk to the Parish Council**
Tower View Fruit Farm, Offwell EX14 9RW
email: 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. To receive apologies for absence and to approve reasons given (LGA 1972 S.85 (1))
2. 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)
3. Minutes of the Meeting held on 17th August 2022
4. Matters arising from the Minutes
5. Reports:
    a) Police
    b) District and County Councillors
    c) Clerk
    d) Offwell Neighbourhood Support Group
    e) Highways Matters
        1) Additional safety signage on entering the village, e.g. Please slow down children and animals
        2) Other Highways matters
    f) 1) Footpaths Report
        2) Annual Parish Paths Partnership Autumn Workshops 2022
    g) Any Other Reports
6. To consider any matters pertaining to Coronavirus and Offwell Parish
7. Correspondence
8. Finance
    a) Current Financial Position

b) Expenditure to be approved for which bills have been received
    1) Payment of £333.44 for the Clerk's salary for the month of September 2022
    2) Payment of £84.00 to the Clerk for Home Office Allowance for April, May, June, July, august & September 2022
    3) Payment of £59.98 to the Clerk to reimburse for renewal of the Cloud Next email hosting.

9. Planning Applications
    a) Ref. No: 22/1831/FUL - Holme Lea House Honiton EX14 9TW
    Single storey side extension
10. Devon Community Resilience Forum virtual event 14-16 November
11. Councillor Training
12. Councillor email accounts and email issues
13. Offwell Haycart
    a) Planting & Sponsorship
    b) Timber treatment
14. Asset Register
15. Review of the insurance policy sums insured of the assets
15. An any other business agenda item
16. Documentation timetable
17. Offwell Together
18. Agenda Items for Next Meeting
19. Date and Time of Next Meeting