

# DRAFT

## OFFWELL PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MONTHLY ORDINARY MEETING ON WEDNESDAY 19<sup>th</sup> APRIL 2023 AT 7.30PM IN THE VILLAGE HALL

**Present:** Cllrs. J. Tristram, C. Whithear, P. Hopkins, A. Welch-Thornton.  
M. Norfolk & T. Pepper

**In Attendance:** A Jenkins (Clerk)

**Members of Public:** 6

Cllr. Tristram chaired the meeting

He welcomed everyone to the Council meeting and outlined / reminded everyone of the Covid-19 measures which had been adopted for Council meetings.

### OPEN SESSION

A number of residents from Tower Road spoke and expressed their concerns about item 18b, the Planning application **23/0735/FUL**. They were concerned about a number of matters, in particular the amount of traffic that would be generated, that there was no transport assessment submitted, no mention of any lighting in the application for what is a Autumn, Winter game when there is early dark nights. This is particularly relevant as the application is for Youth football and any midweek games/training would be in the evenings after school or college when it is already dark. They said that the application as it is was incomplete.

### COUNCIL BUSINESS

**1. To receive apologies for absence and to approve reasons given (LGA 1972 S.85 (1))**

Cllr. J. Evans, DCC Cllr. M. Hartnell and EDDC Cllr. P. Arnott had tendered their apologies.

**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)**

None

**3. Minutes of the Meeting held on 15<sup>th</sup> February 2023**

The minutes were declared a true record of the proceedings, proposed by Cllr. Norfolk seconded by Cllr. Welch-Thornton, all in favour.

#### **4. Matters arising from the Minutes**

None

#### **5. Minutes of the Meeting held on 15th March 2023**

6. The minutes were declared a true record of the proceedings, proposed by Cllr. Hopkins seconded by Cllr. Pepper, all in favour.

#### **7. Matters arising from the Minutes**

The Clerk advised that he had contacted the Utility Company re the electricity sub station matter but had not yet received a response.

#### **8. Minutes of the Extraordinary Meeting held on 5<sup>th</sup> April 2023**

9. The minutes were declared a true record of the proceedings, proposed by Cllr. Norfolk seconded by Cllr. Welch-Thornton, all in favour.

#### **10. Matters arising from the Minutes**

The Clerk advised that the licence had been drafted and that the scheme was now in operation. He had notified parishioners of the scheme by issuing an email out to everyone on the database and had also put the scheme details on the website as a linked document to the Important Notices box on the Home page.

He understood that as at Monday 3 persons had already applied for a licence. He was hopeful that the scheme would be successful and supported by parishioners.

#### **11. Reports:**

##### **a) Police**

The Clerk reported that the Devon and Cornwall Police website has now been updated and the newsletters will now be being made accessible via Devon and Cornwall Alert. This will allow them to reach the broadest scope of people within the Devon communities, and will avoid any inbox crashes due to file sizes, as it will be accessible online. They had advised to sign up for the Rural and/or Neighbourhood Policing newsletters, to please go to [alerts.dc.police.uk/#SignUp](https://alerts.dc.police.uk/#SignUp)

##### **b) District and County Councillors**

The Clerk advised that DCC. Cllr. Hartnell had submitted a report which had been circularised to Councillors.

##### **c) Clerk – May 2023 Parish Council elections**

The Clerk advised that EDDC had only received 8 nominations for the Parish council and that such had declared an uncontested election with all 8 persons duly elected. The new councillors would take office on the 9<sup>th</sup> May 2023.

There would be one vacancy left to be filled and the new Council at its first meeting on the 17<sup>th</sup> May could consider co-opting. The Clerk will advise Council on this matter at that meeting.

##### **d) Offwell Neighbourhood Support Group**

Nothing to report.

##### **e) Highways Matters**

###### **1) Village Traffic awareness**

Nothing to report other than some of the 20's plenty signs had been displayed by residents

###### **2) A35 submission to National Highways**

The Clerk reported that the Chair of Kilmington Parish Council had contacted them about the timetable for their site visits and had discovered that a new project manager had been appointed for the scheme. He hoped to have the site

visit timetable shortly and to arrange a further full meeting of the parishes in the next few months.

#### **7) Other Highways matters**

Cllr. Whithear expressed his concerns and frustration about Devon Highways poor responses to pothole reports and the poor standard of the pothole repairs carried out by their contractors. The Clerk and Chair said that these same concerns and frustrations were felt by other Councillors, the public and most other Parish Councils in Devon as widely reported in the Press. We can only continue to report the potholes and any cases of poor repair work and to also refer such cases to our County Councillor as he had requested at a recent meeting, in order that he can take up the matter with Devon Highways and their local Highways officer.

#### **f) Footpaths Report**

Nothing to report

#### **g) Any Other Reports**

None

### **12. Correspondence**

The Chair reported that he had received an anonymous letter complaining about an unnamed plot of land with old cars on it. He said that the Parish council cannot act on such an anonymous letter, had no powers to do so on such a matter and that EDDC was the relevant authority for such matters.

### **13. Update of standing orders**

Deferred to next meeting

### **14. Communication with the community, especially to comments on social media**

Nothing to discuss

### **15. Annual Parish Meeting**

The Chair proposed that the Annual Council Meeting on the 17<sup>th</sup> May start at 7.00pm followed by the Annual Parish Meeting at 8.00pm.

### **16. King's Coronation**

**Cllr. Whithear advised that the Village Tea to celebrate Coronation of King Charles III Offwell Village Hall would take place on Sunday, the 7<sup>th</sup> May 2023. The event would start at 2.30pm and involve Games, cake, tea and scones. Invitations have been sent out to each Village household. The Village Hall capacity for the event was 120 and to date 101 places had been reserved.**

### **17. Finance**

#### **a) Current Financial Position**

b) The Clerk reported that there is £5,178.63 in the general account and £12.09 in the CIL account.

#### **c) Expenditure to be ratified**

None

#### **d) Expenditure to be approved for which bills have been received**

1) Payment of £365.44 for the Clerk's salary for the month of April 2023

2) Payment of £126.33 to Devon Association of Local Councils (DALC) for 23/24 DALC / NALC affiliation fees.

Payments proposed by Cllr. Whithear, seconded by Cllr. Pepper. All in favour.

### **18. Planning Applications**

#### **a) 21/1798/FUL - Land On The East Side Of Tower Road Offwell Honiton**

**Change of use of an existing agricultural building and associated works for use as a Livestock Collection Centre.**

The Clerk advised that he had spoken to the Planning Officer to check on the present position regarding the ongoing works and the breaches of the planning conditions. The Planning Officer had advised that the matter was presently in the hands of the EDDC Planning Enforcement Officer and that they were awaiting his report. The Planning Officer had said that he would ask the Enforcement Officer to contact the Clerk to advise the present position.

**b) 23/0735/FUL – Land North Of Honiton Golf Course Northleigh Hill Road Honiton  
The construction of a Youth Football Facility, including clubhouse, parking, storage and football pitches to suit all age groups.**

The Clerk advised that the Parish Council had not been advised of this application by Planning and that he had only learnt of it from a Parishioner who had been told about it.

The site address on the Planning file as shown above was incorrect. The site was actually on Tower Road and on the other side of the road to Offwell Parish. As such the Parish Council should have been notified of the application as a Consultee and asked to submit any comments. He had spoken to the Planning Officer who had only just been allocated as the relevant Officer for the case and advised him of the site address error and that Parish council should have been notified as a Consultee. He had also pointed to the Planning officer that the planning documents submitted by the applicants was missing some relevant documents which should have been submitted, notably a transport assessment. The Planning Officer said that he had noticed this and had asked for this to be submitted.

The Clerk had advised the Planning Officer that the Parish Council will respond with it's comments following the Council meeting on the 17<sup>th</sup> May 2023 when the new Parish Council takes office.

**10. Agenda Items for Next Meeting**

Update of Standing orders

**11. Date and Time of Next Meeting**

Annual Council Meeting on 17<sup>th</sup> May 2023 at 7.00pm

Annual Parish Meeting on 17<sup>th</sup> May 2023 at 8.00pm

The meeting closed at 8.45pm.