

OFFWELL PARISH COUNCIL

MINUTES OF A MEETING HELD ON MONDAY 15th May 2017 IN THE JUBILEE ROOM AT THE SOCIAL CLUB

Present: Cllrs A Small (Chair), M. Brake (Vice Chair), J Tristram, S Patch,
P Tuke, T Staunton, Cllr. C Whithear

In Attendance: A Jenkins (Clerk), Cllr. H. Parr (EDDC), Cllr. M. Shaw (DCC)

Members of Public: 11

COUNCIL BUSINESS

1. **Apologies**

Cllr. M. Mulrain, Cllr. G. Godbeer (EDDC)

2. **Declaration of Interests**

None

3. **Election of Chairman**

Cllr. Tristram proposed Cllr. Small continue in the post, seconded by Cllr. Brake, all in favour.

4. **Chairmans's Declaration of Acceptance of Office**

Cllr. Small signed the declaration witnessed by the Clerk.

5. **Election of Vice Chairman**

Cllr. Patch proposed Cllr. Brake continue in the post, seconded by Cllr. Tuke, all in favour.

6. **Vice Chairman's Declaration of Acceptance of Office**

Cllr. Brake signed the declaration witnessed by the Clerk.

7. **Members' Declaration of Acceptance of Office**

The remaining Councillors (with the exception of Cllr. Mulrain who had tendered his apologies for not being able to attend) signed their declarations witnessed by the Clerk.

8. **Confirmation of Responsible Financial Officer**

Cllr. Patch proposed that the Clerk continue in the role as the RFO, seconded by Cllr. Brake, all in favour.

9. **Confirmation of Council Representatives on other committees/Bodies**

Footpaths representative – Cllr. Tristram, proposed by Cllr. Small, seconded by Cllr. Brake, all in favour.

Snow Warden representative – Cllr. Small, proposed by Cllr. Tristram, seconded by Cllr. Patch, all in favour.

Offwell Recreation Ground & Village Hall Charity representative & Highways representative – Cllr. Patch proposed by Cllr. Tuke, seconded by Cllr. Staunton, all in favour.

10. Minutes of the Meeting held on 24th April 2017

The minutes were declared a true record of the proceedings, proposed by Cllr. Patch, seconded by Cllr. Brake, all in favour.

11. Matters Arising from the Minutes

With regard to the affordable Housing Needs Survey, the Clerk reported that he had received an interim report from Janice Alexander.

She advised that the response rate had been extremely high with 48% of households returning the survey. 55% of those who answered the question were in favour of a small development of affordable housing for local people, 45% were against and 22 did not answer the question. The survey identified 3 households in need of affordable housing, all of these would need an affordable rented property. The homes required would be 3 x 1 bedroom properties.

She will send the completed draft copy of the survey report within the next couple of weeks. The Clerk said that he had queried with her why questions 9 and 10 were missing from the questionnaire. She had advised that it was a numbering error and that no questions had been omitted that would be relevant to the validity of the survey.

The Clerk advised that the Chairman had found suitable boards advertised on email. They are grey aluminium outdoor lockable felt pinboards. There was a choice of two – an A1 sized board priced at £95.00 which would hold 8xA4 sheets and an A2 sized board priced at £75.00 which would hold 4xA4 sheets.

It was proposed by Cllr. Brake, seconded by Cllr. Tristram that the Council purchase the larger sized A1 board and that a payment of £95.00 be made to the Clerk so that he could make a credit card purchase payment order over the internet. All in favour.

Cllr. Patch said that she would arrange to install the board once received.

12. Correspondence

The Clerk reported that the following correspondence had been received:-

- a) Email from Blackdown Hills Transition Group re a **HUSTINGS EVENT** to be held on Tuesday 23rd May
- b) Email from DCC re Road Closure St Marys Church to Colwell Barton 31/05 to 01/06 (5 days)
- c) Email from DCC re Road Closure Lane to Bluebell farm 30/05/ to 01/06 (5 days)
- d) Email from Highways re Road Closure St Marys church to Colwell Barton 11/07 to 12/07 (5 days)

- e) Email fro DCC re Change of Highway Officer following the change of the boundaries of the Devon County Council electoral divisions after the elections on the 4th May. The new Nighbourhood Highway Officer covering the Offwell Parish is Mr Stephen Kelly.
- f) Email from Carol Hayes copying the Council on her ongoing correspondence with Highways and the continuing and worsening extent of the potholes in the Goyle.
- g) Email from Cllr. Tristram with copy of telephone transcript that Petra Bacon a parishioner had with DCC regarding the state of the roads between Northcobe farm and Northleigh Hill road.

It was felt by Councillors that the appointment of the new Highways Officer would be an opportunity to have fresh discussions on the state of the roads in the Parish and hopefully resolve the longstanding and worsening pothole problems.

- h) Email from EDDC on Information Sessions for Councillors on the new recycling/waste service which will operate from June 12 2017
- i) Email from Pinpoint to update contact details
- j) Email newsletter from Offwell Primary School
- k) Letter and form from PTFA requesting the Council to sponsor a class at their forthcoming dog show. Cost £10. It was proposed by Cllr. Brake, seconded by Cllr. Patch that a payment of £10 be made to the PTFA, all in favour.
- l) Email from DCC re Notices to for the General Election
- m) Email from Cllr. Tristram regarding parking in Front of Offwell Cross. Cllr. Tristram said that he had received a complaint from a Parishioner about inconsiderate parking at this point. Councillors discussed the matter but felt that they could not do anything as there were no parking restrictions at this point.
- n) Email from Cllr. Paveley sadly tendering his resignation as a Councillor as he felt that the time had arrived to relinquish his seat. He had served on the Parish Council for a total of almost 17 years (15 as Chairman) and wished to thank those Councillors who shared his affection for Offwell.

The Chair said that he would send a letter thanking him for his long service to the Council and the Parish and wishing well for the future.

It was proposed by Cllr. Staunton, seconded by Cllr. Brake that in future the Clerk using discretion forward on correspondence/ planning applications received to Councillors during the month so that they can consider any matters ahead of the next meeting. All in favour.

13. Finance

- a) The Clerk said that the Annual Governance statement and accounting statements for the year 2016/17 had now been finalised following internal audit. The clerk passed around the statements for Councillors perusal and gave a verbal explanation of the accounts.
Cllr. Tristram proposed approval of the Annual Governance statement, seconded by Cllr Patch, all in favour. The Chair and the Clerk signed the Annual Governance statement.
- b) Cllr. Brake proposed approval of the Accounting statements for the year 2016/17, seconded by Cllr. Tristram, all in favour. The Chair signed the Accounting statement 2016/17.

- c) Cllr. Patch proposed the following payments be made, seconded by Cllr. Tuke, all in favour.
£124.57 salary be paid to the Clerk for the period 3rd April 2017 to 24th April 2017
£17.40 be paid to HMRC for PAYE for same period
- c) The Clerk advised of amendments required to the Insurance Policy so as to insure the Laptop, Printer and other capital purchases made by the Council and advised that the revised renewal premium was £ 260.80. Cllr. Brake proposed payment of the £260.80 premium, seconded by Cllr. Patch, all in favour.

14. Statements

The Clerk advised that there was £13,638.55 in the current account and passed around for the Councillors perusal the 28th April 2017 bank statement.

This statement showed that the sum of £1,449.50 in respect of the first precept & CTDG payment for the year had been received from EDDC.

15. Planning Applications

Tree Preservation Orders – 17/0071/& 0073 TPO – Land at The Bishops Tower

The Clerk advised that he had received correspondence from two neighbouring property owners Catherine Bech of the The Old Coach House and Tamsin Lear of the Tower house and read out their grounds of objection. Mr Upperdine the owner of the Bishops Tower was present and explained that the work proposed on the trees was following a tree surgeon's survey the previous year which had reported that the trees were badly diseased. The matter and work required had been discussed and agree at that time with one of the Council's tree officers but unfortunately the work had been postponed until this spring when the scaffolding around the building had been removed and it was safe to do the necessary work on the trees. The tree contractors had come to do the work this spring but had to stop the works after the neighbouring property owners had telephoned the Council who had put the temporary TPOs on pending investigation. He said that he was now awaiting a visit from the Council Tree Officer who would make a decision on the matter.

The Council decided that it was not a position to make any comment on the matter and that it should be left to the Council Tree Officer to make a decision on it.

Planning Application 17/1063/FUL – Highlands, Offwell, Honiton EX14 9TP

Cllrs perused the applications and decided to support the application. Proposed by Cllr. Tristram, seconded by Cllr. Patch. All in favour

Planning Application 17/0981/FUL – Montrice Offwell Honiton EX14 9SD

Cllrs. perused the application and decided that a site visit should be made in view of the proximity of the proposed works to the neighbouring property. The Chairman to arrange site visit by Councillors available to attend.

Planning Application 17/0952/FUL – Woodend Offwell Honiton EX14 9SL

Cllrs perused the application. Cllr. Brake proposed supporting the application, seconded by Cllr. Tristram. All in favour.

16. Dates & Times of Ordinary meetings of the Council and Committees for the ensuing year

Dates agreed:-

Monday 19th June 2017

Monday 18th December 2017

Monday 17th July 2017

Monday 15th January 2018

Monday 21st August 2017

Monday 19th February 2018

Monday 18th September 2017

Monday 19th March 2018

Monday 16th October 2017

Monday 16th April 2018

Monday 20th November 2017

Monday 21st May 2018

17. Agenda Items for Next Meeting

None

18. Date and Time of Next Meeting

7.30 pm on Monday 19th June 2017

Cllr. Staunton tendered his apologies in advance for the next meeting.

The meeting closed at 8.20pm.

