

OFFWELL PARISH COUNCIL

MINUTES OF A MEETING HELD ON MONDAY

20TH FEBRUARY 2017 IN THE SOCIAL CLUB

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

In Attendance: A Jenkins (Clerk)

Members of Public: 9

OPEN SESSION

Mrs A Richards said that the draft minutes of the sub committee mentioned about Community Land Trusts (CLT) and asked if there was any land in Offwell available or been considered. The Chair replied that no land had been considered and that a CLT was only a possibility for the future.

Mr P Savauge raised the matter of speeding through the village and in particular at the top of Ramsden Lane where he lives. Cars speed through the lane at this point and makes it difficult for him to enter/exit his driveway safely even with viewing mirrors installed. He was also concerned about the risk to pedestrians and in particular to children from the speeding vehicles and the lack of pavements.

COUNCIL BUSINESS

1. Apologies

Cllr. D Paveley, PCSO Anning

2. Declaration of Interests

No declarations made

3. Minutes of the Meeting held on 16th January 2017

Cllr. Staunton said that it had been agreed at the meeting that in future the correspondence agenda item would appear on the agenda after the reports item.

It was agreed that Para 15 on Page 5 be amended to include: It was agreed that in future correspondence would appear on the agenda after the reports item.

The minutes were then declared a true record of the proceedings, proposed by Cllr. Staunton and seconded by Cllr. Mulrain, all in favour.

4. Matters Arising from the Minutes

None

5. Minutes of the Sub Committee Meeting held on 8th February 2017

The minutes were declared a true record of the proceedings, proposed by Cllr. Tristram and seconded by Cllr. Mulrain, all the subcommittee members in favour.

Any matters arising to be dealt with under Item 9 on the agenda.

6. Reports

(a) **Police:** The Clerk reported that PCSO Anning had emailed his apologies for not being able to attend and had advised that there have been no reported crimes from 17th December 2016 to 19th February 2017.

(b) **District and County Councillors:**

No report received

Other Reports

None

7. Correspondence

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

- a) Email from Highways re the Community Highway Enhancement Fund
- b) Email invitation from EDDC to the East & Mid Devon Community Safety Partnership Conference which will be held on the 5th April 2017 at Broadclyst Victory Hall. The main speaker will be the Police & Crime Commissioner for Devon & Cornwall, Alison Hernandez.
- c) Email from Carol Hayes advising that she would be attending this East & Mid Devon Community Safety Partnership conference and will post a report on the website.
- d) Email from the Local Government Boundary commission for England advising of an 8week public consultation on the Commission's draft recommendations on the new ward boundaries across East Devon District Council. Consultation closes on 3rd April 2017.
- e) Email from NHS East Devon Clinical Commissioning Group on the next stage of the Devon Acute Services review and discussion events taking place across Devon.
- f) Email from EDDC advising of the dates for Notice publication in relation to the forthcoming DCC elections on the 4th May 2017.
- g) Email letter from the Honiton Branch of the Royal British Legion re it's possible closure later this year.
- h) Email from Carol Hayes advising that the Police and Crime Commissioner page on the website has now been updated and that the PCC monthly report will be published on the Home page.
- i) Emails from Carol Hayes re the repair of the subsidence of the lane between Kenhill and West Colwell which had commenced on the 16th February and which was understood to be completed on the 21st February. Also copy of emails to Cllr. Patch re the timescale for the urgent Highway repair alongside Highfield House in the Goyle and potholes.

8. Finance

Cllr. Tristram proposed, Cllr. Patch seconded, all in favour that:

- a) £139.84 salary be paid to the Clerk for the period 9th January 2017 to 6th February 2017
No HMRC PAYE payment due for this period

Cllr. Whithear proposed, Cllr. Brake seconded, all in favour that:

- b) £ 13.61 be paid to Cllr. Tristram for reimbursement of purchase of no parking signs.

Cllr. Mulrain proposed, Cllr. Staunton seconded, all in favour that:

- c) £8.00 be paid to Cllr. Whithear out of petty cash to reimburse for purchase of flowers for the presentation to Mr & Mrs Jolly
- d) Cllr. Whithear proposed, Cllr. Staunton seconded, all in favour that:
£15.00 cheque be cashed to top up the petty cash level.

9. Bank Statements

The Clerk advised that there was £12,586.85 in the current account and passed around for the Councillors perusal the 25th January 2017 Bank statement.

10. Affordable Housing Needs Survey

The Chairman said that the subcommittee meeting with Janice Alexander from Devon Communities Together as reported in the minutes had been a good meeting. Following the meeting, Janice had amended the covering letter and survey forms and these had been circularised by the Clerk to all Councillors. The covering letter would include the Council's logo and the Clerk's contact details.

It was resolved to approve the amended survey forms and covering letter and for the Clerk to advise Janice accordingly. She will then advise a delivery date for Councillors to then deliver them to all the households in the parish. It was agreed that this task would be split between all the Councillors and that in order to maximise the response rate that a reminder visit to households also be undertaken. It was noted however that Councillors are not to collect the completed survey forms. The completed forms must be posted back direct by the householder in the stamped addressed envelopes provided.

The Clerk reported that he had contacted Cllr. Randall-Johnson asking if she would consider funding the £300 contribution required for the survey. She had replied that she did not have much left in her locality budget for this civic year and that the request will probably be considered in the 17/18 year. It was agreed that the Clerk complete an application form and submit it to the Locality budget team for consideration.

11. Notice Board at Cleave Cross

Cllr. Patch reported that she had contacted the Andrew Luxton of Stags who acts for Mrs Brown, the landowner to seek her permission to erect the notice board. She had received no response and asked for the Clerk to write to Andrew Luxton.

The Clerk reported that EDDC had advised that the Council would have to seek planning permission for the board and pay the appropriate fee. It was agreed for the clerk to obtain the necessary forms and for the matter to be further considered at the next meeting once he had received a response from Andrew Luxton.

12. Frontage at Funny Farm

The Clerk reported that he had contacted David Cocker, the Planning Enforcement Officer for EDDC who had then visited the property. Mr Cocker had observed the state of the building frontage which includes the front garden area and driveway and had made his conclusions based on planning policy and that of a legal Section 215 notice for untidy land and buildings. In his conclusion, there is absolutely nothing wrong with these premises and the owners are well within their rights to present their property frontage in this manner. The owners have not breached any planning policy guidelines. He has also concluded, that the state of the property, in no way warrants the serving of an untidy land and building notice. He was closing the investigation with no further action.

13. Training for Councillors

The Clerk reported that he had contacted DALC who had advised that there were courses for Chairs, new Councillors and on specialist subjects such as finance and planning but not general update courses unless specifically requested. It is possible for experienced councillors who had attended the new councillor course previously to get updated by attending conferences or seminars where they can choose particular working sessions.

The Clerk passed around a training record form for Councillors to complete so that a training record log could be set up. He would advise at the next meeting of the forthcoming relevant courses which are available and dates, venues and costs.

14. Councillors Conduct

Cllr. Patch said that she thought that some Councillors conduct had been challenging at the previous meeting.

15. Plaque for Offwell Village Cross

The Clerk reported that he had received a reply from the EDDC planning conservation team who advised that the Council would have to submit a listed Building Consent application. The Cross itself is listed Grade II and the boundary wall of the school to which it was thought we would attach the interpretation plaque is also Grade II listed. The application would also need to include clear details of the plaque including dimensions, materials and wording in the form of a drawing as well as written. A scaled plan/drawing and photograph showing the exact location both on the boundary wall and in the context of the Cross, method of fixing. The Council would also need to draw up a detailed Statement of Significance. The process from date of submission usually takes up to 8 weeks.

It was decided that the Clerk obtain the relevant application forms and a decision on whether to further proceed with matter be made at the next meeting.

16. Additional Grit Bin

Cllr. Whithear advised that there had recently been a serious road traffic accident when a car crashed in to the wall of the lodge near the Haycart. The accident had been caused by ice on the road and he felt there was a need for a grit bin at this location. It was resolved that the Clerk apply for a grit bin.

17. Speeding through the Village

Cllrs. advised that they had received several complaints about speeding through the village and that it seemed worst at school drop off and pick up times. They also mentioned that there had been an unofficial agreement with the school several years ago that in order to ease congestion on the lanes that parents cars if at all possible would enter the village via Fern Lane and exit via Ramsden Lane. It was felt that a reminder about this and parking by parents ought to be included in the school newsletter.

18. Lengthsman

Cllr. Patch said that the matter of employing a lengthsman had not progressed since it was last discussed some months ago. Enquiries about joining forces with neighbouring parish councils had proved fruitless, so it was felt that the Council would have to employ it's own lengthsman. The Clerk to check with DALC if they had a specimen contract, terms of employment and the hourly rate applicable for such a post, for the matter to be considered at the next meeting.

19. Date for the April Meeting

It was agreed that the date of the meeting be changed to the 24th April 2017

20. Planning Applications:

a) New Applications

Planning Application - 16/2706/ADV - The Grazing Cow

Proposal - Retention of frontage sign and gable sign (non-illuminated)

The Clerk reported that following his email all Councillors had responded in favour of supporting this application and that he had written to planning accordingly.

Planning application - 17/0087/FUL - Sunnyside, Wilmington, Honiton EX14 9SF

Proposal - Construction of two storey extension

The Clerk reported that following his email the majority of Councillors had responded in favour of supporting this application and that he had written to planning accordingly.

b) Other Application matters.

The Clerk reported that District Councillor Godbeer had discussed with planning Cllr Patch's query about applications for properties in Wilmington. They had confirmed that Offwell Parish Council would indeed be the consultee for any property falling within the Offwell Parish boundary even if the postal address showed Wilmington.

21. Report on ORG & VHC

None.

The Clerk advised that he had received a nomination form from the Secretary of the Charity for the Council's representative on the Charity for the forthcoming year.

It was resolved that Cllr. Patch should continue in this role. All in favour.

22. Agenda Items for Next Meeting

None

23. Date and Time of Next Meeting

The next meeting will be on Monday 20th March 2017 at 7.30pm in the Social Club.
The meeting closed at 8.45pm

