

DRAFT

OFFWELL PARISH COUNCIL

MINUTES OF A MEETING HELD ON MONDAY

20th NOVEMBER 2017 IN THE SOCIAL CLUB

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

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

Members of Public: 8

OPEN SESSION

Mr Peter Appleford of EX14 9SQ spoke about the appalling state of the two lanes from Cleave Cross to Greystones, that no maintenance work had been done on them in the 7 years he had lived there and that they now have many pot holes and areas where the side of the lanes are collapsing into the drainage ditches. He has suffered damage to his vehicles in the form of cuts and uneven wear to tyres to the point where they have had to be replaced as they had been identified as unsafe for further use. There had also been occasions of suspension damage and structural damage to the underneath of his vehicles. His elderly neighbours' small cars bottom out on the potholes. He has reported the matter to Highways, but nothing has been done.

Cllrs. Patch & Mulrain said that they had inspected the state of these 2 lanes before attending the inaugural Traffic Group Meeting earlier in the day. They had raised the matter of the lanes with Stephen Kelly, the neighbourhood Traffic Officer. He said that he hadn't seen the lanes himself but had agreed to a joint meeting later in the week. It was agreed that Cllr. Mulrain, Cllr. Patch, DCC Cllr. Shaw would liase with Mr Appleford to arrange a joint meeting with Mr Kelly to view and discuss the state of the 2 lanes.

Mr Appleford and his neighbour Mrs Thurgood also spoke about a traffic sign on the A35 causing a hazard by obstructing visibility when trying to exit one of these lanes onto the A35. It was agreed that the Council should raise this matter with the Highways England Traffic Officer who was responsible for the A35. The Clerk advised that he had received no response to his email and telephone requests for a meeting and was going to further pursue the matter.

Mrs V. Smith from the Honiton Patient Participation Group advised that there would be a meeting at Honiton surgery on Thursday, 23rd November at 7pm. The meeting was to inform about changes at the Surgery centring around changes in the appointment system.

COUNCIL BUSINESS

1. Apologies

, EDDC Cllr. Godbeer & PCSO 30012 P Anning

2. Declaration of Interests

Cllr. Mulrain declared an interest in Item 7g.

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

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

4. Matters Arising from the Minutes

The Clerk reported that the plaque for the Cross had been made and passed it to Cllr. Whithear who was going to attach it to the chain link fence.

5. Reports

(a) Police:

The Clerk reported that PCSO Anning had sent a written report that there had been 2 recorded crimes (both part of the same incident) for the period 16/09/2017 to 19/11/2017. The first crime was of a dog not under proper control attacking another dog whilst out being walked. The second was a public order relating to an allegation that one of the dog owners was verbally abusive to the other.

(b) District and County Councillors:

EDDC Cllr. Parr reported that EDDC planning had submitted a bid for £10M of funding for the proposed Axminster North/South relief road. She said that the Thelma Hulbert Gallery had won an award for Coordinating School Arts. The District Council are still negotiating with Contractors on a collection of garden waste service.

DCC Cllr. Shaw had submitted a written November report which had been posted on the website. He said that the future use of the community hospital buildings was a matter of concern and that there were ongoing discussions on the matter. The Scrutiny Committee were looking at rural broadband issues and were reviewing the issue of the reduction in numbers of PCSOs not being made up by the same number of warranted police officers. The Government are due to publish a review on 20mph speed limits and DCC will then review it's own policy.

(c) Other Reports

Cllrs. Patch & Mulrain reported on the Traffic Group meeting they had attended earlier in the day. It had been an informative meeting discussing traffic order issues, patching reports, Highway repair issues, Traffic calming etc and that it had been the inaugural meeting with further meetings planned next year.

Cllr. Tristram said that a traffic sign to Colwell near to Northcombe Road had been suggested and raised the matter of whether there are any rules applying or contingency

funding available to the Parish Council if it wished to erect such a traffic sign. The Clerk to make enquiries with Highways.

6. Correspondence

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

- a) Email from DCC Cllr. M Shaw confirming he has awarded the Parish Council £300 from his locality budget towards the Parish's costs of the Offwell housing Needs Survey.
- b) Temporary Traffic Restriction on Stockland Hill, Shortmoor from 13th November 2017 for a maximum of 5 days until 17th November 2017.
- c) Email newsletters from Offwell C of E Primary School.
- d) Email from Tom Vaughan, DCC Neighbourhood Highway Manager providing useful informative links to Highways Road Maintenance. Grass Cutting, Gully emptying and cleaning of grips, easements etc. Forwarded on to all Councillors.
- e) Email from DCC Cllr. M. Shaw advising that Highfield House is included in the patching programme.
- f) Email invite from EDDC to a locality workshop on 5th December at the Beehive to explore options for improving support to those with dementia, their carers and families.
- g) Email invite from Devon & Somerset Fire & Rescue Service to take part in their consultation on the Draft Integrated Risk Management Plan (2018-2022). Noted.
- h) Email from EDDC Recycling and Waste Team enclosing an A-Z of materials which can be recycled or treated as waste. Will posted on village website.
- i) Email from EDDC Planning asking for any comments on their Cranbrook Plan Preferred Approach. Noted
- j) Email from EDDC advising of key changes to the Parishes Together Fund for the financial year 2018/2019. Noted.
- k) Email from EDDC advising of a national event next year to mark the 100th year anniversary of the end of World War 1 by churches ringing their bells at 7.05pm on 11th November 2018. Forwarded on to Cllr. Tristram as one of the church bellringers.
- l) Email from DCC advising of a school closure email alert service for parents. Clerk forwarded on to Offwell Primary School and requested the service link to be included on village website.

7. Finance

Cllr. Brake proposed, Cllr. Tristram seconded, all in favour (Cllr. M. Mulrain declared an interest in Item g and did not cast a vote on that item) that:

- a) £124.57 be paid to the Clerk for the period 18th September 2017 to 16th October 2017
- b) £17.40 be paid to HMRC for PAYE for same period
- c) £35.00 be paid to the Information Commissioner for the Data Protection renewal.
- d) £120.00 be paid to the Community Heartbeat Trust for renewal of the VETS system.
- e) £92.30 be paid to EDDC for emptying of dog bin service.
- f) £25.00 be paid to DALC for attendance of Clerk at the DALC AGM & Conference.
- g) £23.05 be paid to Mrs D. Mulrain to reimburse for the renewal of the domain Name/domain privacy protection for Offwell.org.

8. Bank Statements & External Auditors Report

The Clerk advised that there was £10,602.16 in the current account (after allowing for 2 uncleared cheques) and passed around for the Councillors perusal the 1st November Bank statement.

The Clerk advised that whilst the bank had confirmed that they had actioned the mandate for correspondence / statements to be sent to him, statements were still being sent to Cllr. Tristram. Also, they would not discuss any matters with the Clerk as he was not a signatory. Cllr. Tristram proposed that the Clerk be added as a signatory to the bank account, seconded by Cllr. Brake, all in favour, and new mandate signed.

The Clerk reported that he had been notified that the new appointed external auditors for the next 5 years is PKF Littlejohn LLP.

9. Planning Applications:

The Clerk reported there were no new applications. He advised that Planning Application 17/2092/FUL in respect of the Grazing Cow had been granted conditional planning permission.

He had been notified that Tree Preservation Order 17/0153/TPO had been made in respect of land at Bishops Tower but that a decision had also been made not to confirm Tree Preservation Order 17/0073/TPO in respect of the same property.

10. Plaque for Cross

The Clerk advised that he had now received the revised quotation for the plaque including the Words Dean of St Pauls after Bishop of Llandaff to coincide with the listing wording. The revised quote was £30.00 +VAT. for plaque 500mm x 250mm, 3mm aluminium composite, black cut vinyl applied to face. Cllr. Tristram proposed, seconded Cllr. Brake that we proceed and £36.00 be paid to AG Signs & Print. All in favour.

11. Clerk's Hours

Cllr. Patch said that whilst the Clerk's contract was for 4 hours per week, she was aware that his work as Clerk and RFO entailed greater working hours per week than this and that it was unfair that he was not receiving the right payment for the amount of work he was doing. It was stated said that other neighbouring Parish Councils often had smaller numbers of parishioners and also met less frequently (often bimonthly or every 6 weeks) and yet their Clerks were receiving a similar number of hours payment as the Offwell Clerk who had a higher workload with more parishioners and monthly meetings. The Clerk said that the work did entail him working much more hours than the 4 hours he was contracted for.

Following further discussion, Cllr. Tristram proposed varying the Clerk's contract increasing with immediate effect the weekly paid hours to 8 hours per week. Seconded by Cllr. Patch. all in favour.

12. Lengthsman

Discussion centred on the need for the Council to employ a private lengthsman contractor as it was felt that the reduced amount of lengthsman work by DCC Highways was resulting in more water on the roads causing more damage to the roads etc. Cllr. Whithear proposed that

the Clerk should incorporate an amount for employing a private lengthsman contractor in his budget proposals to be presented at the next meeting. Seconded by Cllr. Tuke, all in favour. Cllr. Patch said that she would make enquiries with other neighbouring parishes who employ lengthsman contractors as to the costs involved and names of contractors and would then liaise with the Clerk ahead of the next meeting.

13. Roads from Cleave Cross to Greystones Wilmington

Discussed under open session.

14. Community Infrastructure Levy (CIL) receipts for Offwell

The Clerk advised that the Council were due to receive from EDDC a payment of £742.81, representing the CIL meaningful proportion for Offwell for the last 6 months. The CIL Regs state the Parish must use its meaningful proportion in accordance with Regs 59A and 59B to support the development of the Parish area. The Parish Council has to make arrangements for the proper administration and reporting of CIL, with a recommendation that a separate bank account is set up for the receipt of these funds. Monies should be spent within 5 years of receipt and may have to be paid back to EDDC if it has been inappropriately spent not in accordance with the above Regs.

The Clerk to obtain more information on the Regs, what is regarded as appropriate spends and look into the advised administration and reporting arrangements.

15. Agenda Items for Next Meeting

Budget for 2018/19.

Haycart Repairs Cost of £100 proposed by Cllr. Tristram, seconded by Cllr. Millington, all in favour.

Zig Zag lines outside the school

16. Date and Time of Next Meeting

The next meeting will be on Monday 18th December 2017 at 7.30pm in the Social Club. The meeting closed at 9.00pm.

