

**OFFWELL PARISH COUNCIL**  
**MINUTES OF A MEETING HELD ON MONDAY**  
**15<sup>th</sup> JANUARY 2018 IN THE SOCIAL CLUB**

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

**In Attendance:** A Jenkins (Clerk), EDDC Cllr. H. Parr

**Members of Public:** 5

**OPEN SESSION**

None

**COUNCIL BUSINESS**

**1. Apologies**

Cllr. M. Mulrain, EDDC Cllr. G. Godbeer, DCC Cllr. M. Shaw, PCSO D. England

**2. Declaration of Interests**

Cllr. M. Brake - Item 8 Planning Application 17/2985/FUL  
Cllr. Whithear – Item 7e

**3. Minutes of the Meeting held on 18<sup>th</sup> December 2017**

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

**4. Matters Arising from the Minutes**

The Clerk reported that the school had included an item in it's January Newsletter, reminding parents not to park outside the school or on any of the roads nearby but to park at the Village Hall and walk their children to and from there at the start and end of the school day. The Newsletter also reminded parents of the one way system the school operates for coming in to and going out of the village and how it operates differently in the morning and afternoon.

## 5. Reports

### (a) Police:

The Clerk reported that PCSO England had sent a written report that there had been 1 reported crime for the period 17/12/2017 to 14/01/2018. The crime was for criminal damage to a "Private Keep Out" sign damaged on private land.

### (b) District and County Councillors:

DCC Cllr. Shaw had sent a written January report which had been circularised earlier to Councillors in December. Cllr. Patch confirmed she would be attending the meeting at at the Beehive to discuss the future health provision for Honiton and its environs.

EDDC Cllr. Parr reminded Council that there was a substantial amount of unapplied for monies in the Parishes Together Fund and that the final closing date for applications for 2017/18 is the 8<sup>th</sup> February 2018.

### (c) Other Reports - None

## 6. Correspondence

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

- a) Email reminder from EDDC that the final closing date for applications to Parishes Together is 8<sup>th</sup> February 2018.
- b) Email newsletter from DALC
- c) Email from DCC re Winter advice & Adverse Weather Information Links. The Clerk to ask for the links to be included on the village website.
- d) Email from DALC re nomination for the Royal Garden Party 2018. Cllr. Millington proposed nominating the Chair, seconded by Cllr. Tristram, all in favour. Form given to Chair to complete and submit.
- e) Email from DCC re updating PC details on Pinpoint
- f) Email newsletters from Offwell C of E Primary School
- g) Email from DALC \_ Free briefing session 23<sup>rd</sup> January on compliance of the Transparency Code Requirements & Last chance for funding. The Clerk advised that he had booked to attend and advised that the final deadline for funding applications is the 12<sup>th</sup> February. He said that following attendance he would discuss the matter with the Chair and Cllr. Brake if he felt that the Council should make a funding application in order to comply with the Transparency Code. It was proposed by Cllr. Patch, seconded by Cllr. Millington that the Chair and Cllr. Brake make the decision on any funding application for the Clerk to submit ahead of the closing date. All in favour.
- h) Booking confirmation for Clerk to attend the free briefing session.
- i) List of forthcoming training courses held by DALC.  
New councillors Short Course at the beehive, Honiton on Tue 6<sup>th</sup> February 2018. Course Fee - £25.00 +VAT. Cllr. Millington to attend, proposed by the Chair, seconded by Cllr. Whithear, all in favour.  
General Data Protection Regulations Course on 13<sup>th</sup> March or 19<sup>th</sup> April. Course Fee £40 +VAT. The Clerk to attend, proposed by Cllr. Brake, seconded by Cllr. Patch, all in favour.

## **7. Finance**

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

- a) £209.63 be paid to the Clerk for the period 13<sup>th</sup> November 2017 to 11<sup>th</sup> December 2017
- b) £38.80 be paid to HMRC for PAYE for same period
- c) £120.00 be paid to ORG & VHC for Room hire for Council Meetings January 2017 to July 2017 inclusive.
- d) £300.00 be paid to Devon Communities Together for Affordable Housing Needs Survey
- e) £6.31 payment from Petty Cash to Cllr. Whithear, to reimburse for purchase of screws for fixing plaque for Cross.

## **8. Bank Statements & External Auditors Report**

The Clerk advised that there was £10,990.68 in the current account (after allowing for 5 uncleared cheques) and passed around for the Councillors perusal the 29th December Bank statement.

## **9. Planning Application – 17/2985 –8 Four acres Close, Offwell, EX14 9SX**

Cllr. Brake declared an interest and left the room whilst the application was discussed and voted on. Cllrs. perused the application and Cllr. Patch proposed supporting the application, seconded by Cllr. Tuke, all in favour.

## **10. Parishes Together Application & Employment of Lengthsman Contractor, including a priority list of ditch & drainage works**

Cllr. Patch reported that she had been around the parish and that there was a number of ditches which required clearing and following discussion it was agreed that a list of these ditches be compiled and that an application be made to the Parishes Together Fund for monies to employ a contractor to carry out this work.

The Clerk advised that the amount available for the Parish Council to apply for was £387.20. It was proposed by Cllr. Brake, seconded by Cllr. Tuke that the Clerk together with Cllr. Patch should submit an application to the Parishes Together Fund. All in favour.

## **11. Parish Council Noticeboard**

The Clerk advised that the noticeboard was deteriorating and that he was often unable to open the locked doors to display the agenda and minutes. Cllr. Patch said that she would get a carpenter to inspect the noticeboard and give an estimate for the necessary repair work.

## **12. Agenda items for Next Meeting**

None

## **13. Date and time of Next Meeting**

The next meeting will be on Monday 19<sup>th</sup> February 2018 at 7.30pm in the Social Club. The meeting closed at 8.38pm.

Signed..... Date.....







