

# **OFFWELL PARISH COUNCIL**

## **MINUTES OF A MEETING HELD ON MONDAY**

### **18<sup>th</sup> FEBRUARY 2019 IN THE SOCIAL CLUB**

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

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

**Members of Public:** 1

### **OPEN SESSION**

No matters were raised

### **COUNCIL BUSINESS**

**1. Apologies**

Cllr. Millington, Cllr. Brake

**2. Declaration of Interests**

None

**3. Minutes of the Meeting held on 21<sup>st</sup> January 2019**

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

**4. Matters Arising from the Minutes**

Councillors Patch, and Cllr, Staunton were still experiencing problems accessing their new email accounts. Cllr. Patch said that she would seek some professional advice to help them in resolving the matter.

The Clerk said that Stephen Kelly had not come back to him on the matter of the availability of any unused Grit Bins, so he would obtain some quotes for the Council to purchase their own. He said that he was awaiting Highways response on the Colwell finger post.

The Clerk advised that he had written to Highways requesting a grit bin be located near the electricity sub station and village cart on Ramsden Lane. Stephen Kelly had replied stating that unfortunately DCC can only relocate existing grit bins. Any new grit bins would need to be paid for privately and

maintained privately. He is going to check if there are any un-used grit bins which could be relocated to this location and will advise. The Clerk said that if this is not possible, he would make enquiries as to the purchase cost of a new grit bin.

The Clerk confirmed that he had submitted the completed precept form to the District Council.

## **5. Reports**

### **(a) Police:**

The Clerk reported that PCSO England 30017 had sent an email advising that following a review the number of PCSO's for the 4 towns (Seaton, Sidmouth, Axminster, Honiton) and rural are going to be reduced from 8 to 5. It has not yet been decided who will be based at which station.

He would like to continue sending out parish reports but on a quarterly basis and suggested sending out two different ways of doing this. Councillors felt that the best option was for him to do quarterly reports to the parish councils but not all in the same month. As he covers 15 parishes, on this basis he would then do 5 per month over a period of 3 months and then again on a continuing basis for the following 3 monthly periods. He would also hope to get out a yearly report.

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

DCC Cllr. Shaw advised that the Potholes and Drainage Task working group had recommended among other things, a more flexible approach with improved communications between teams, contractors and communities and promoting new flexible ways of dealing with potholes.

Cllr. Whithear said that he had reported 2 potholes in Featherbed Lane and one in Ramsden Lane and that whilst they had been repaired quite quickly, the potholes had reappeared and were as bad as before. Cllr. Shaw asked him to re-report them so that the standard of the repairs carried out can be investigated and further repairs carried out.

Cllr. Shaw also advised that the Traffic Speeds Task Group work is still ongoing and that they are investigating the implications and necessary measures which would be involved if there was an extension of 20mph limits in urban residential areas and village centres.

He said that he had raised in the Scrutiny meeting, the matter of the air quality in Wilmington which in 2017 exceeded the national recommended levels and was amongst the four worst sites in Devon that year. Further measurements were due to be taken this year in order that the scale of the problem can be assessed over a longer period of time. He reported that the Cabinet was proposing the maximum legal increase in Council tax (without holding a referendum) of 3.99% and that the Council would be holding budget meetings later this month to make a decision.

EDDC Cllr. Parr reported that the District Council was also due to hold its budget meeting at the end of the month with a 3.66% increase due to be set.

She also advised that the Council offices had now relocated from the Knowle in Sidmouth to their new office building at Blackdown House in Honiton. She said that it had been a very

successful relocation to budget and to time and that everyone was very pleased with new building.

EDDC Cllr. Godbeer said that EDDC's recycling rate of 60% was very good in comparison to the national average rate of 43% and that DEFRA wanted them to show other Councils how they were able to achieve this high rate.

He said that the Council had started discussions on how they were going to promote and achieve the goal of 100% renewable energy.

### **(c) Other Reports**

None

## **6. Correspondence**

The Clerk advised that he had forwarded on to Councillors all email correspondence received. These had included: -

- a) Newsletters from Offwell C of E Primary School
- b) Devon & Cornwall Police Alerts re:  
Lonely Hearts Fraudster Alert
- c) Email from Devon Communities Together re Geological Disposal of Nuclear Waste
- d) Email from EDDC planning re Heritage Assets Local list Guide consultation
- e) Email from EDDC Arboricultural Officer re DCC offer for planting of a Landmark Tree in every Parish. Councillors were keen to take up the offer and discussed possible sites. The Clerk to make enquiries as to suitable sites where the owners would be agreeable.
- f) Email from DALC re HMRC PAYE course on the 19<sup>th</sup> March for Clerks at a cost of £40 plus VAT. Cllr. Tristram proposed the Clerk attend the course, seconded by Cllr. Tuke, all in favour.

## **7. Finance**

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

- a) £249.92 be paid to the Clerk for the period 12<sup>th</sup> November 2018 to 10<sup>th</sup> December 2018.
- b) £49.00 be paid to HMRC for PAYE for period 10<sup>th</sup> December 2018 to 7<sup>th</sup> January 2019.

## **8. Bank Statements**

The Clerk advised that there was £8,109.04 in the current account (after allowing for uncleared Cheques but not allowing for the above payments) and £1,433.97 in the dedicated CIL account. He passed for Councillors perusal the Bank Statement dated 1<sup>st</sup> February 2019.

## 9. Planning Applications

### **18/2657/ADV – Non illuminated hoarding sign for the Grazing Cow situate (A35 Opposite) Windmill House, Offwell, Honiton**

Cllrs. perused the application and resolved by 4 votes to 3 with Chairman using the casting vote to object to this application, on the grounds that the location of the sign at the proposed location would be an added distraction to drivers at a known RTA accident blackspot. The Council suggest that the sign is located further away from this known accident blackspot

### **19/0022/FUL – Rookery Cottage, Offwell, Honiton EX14 9SL**

Cllrs. perused the application and resolved unanimously to support the application.

### **19/0141/FUL – Sweethayes, Offwell, Honiton EX14 9SB**

Cllrs. perused the application and resolved unanimously to support the application.

## 10. Gigaclear

The Clerk advised that he had still heard nothing from Gigaclear and would make further enquiries as to the present position and when they proposed to restart their installation works in the Parish.

## 11. Parishes Together Grant Work

The Clerk reminded Council that the terms and conditions of the grant received, **stipulated that the grant must be spent by the 16<sup>th</sup> April 2019, otherwise the grant must be returned to EDDC.** He also reminded them that approval has to be sought from DCC Flood Risk Team, DCC Neighbourhood Highways Team and the Environment Agency before any work is undertaken. Cllr. Small proposed, Cllr. Tristram seconded that Cllr. Patch should decide on the ditches for the grant money to be spent on, then liase with the Clerk to gain the necessary approval from the 3 bodies in order that the work be completed and the invoice be paid before the deadline.

## 12. Review of Offwell Parish Council Standing Orders

The Clerk reported that he had previously circularised copies of the NALC 2018 model standing orders to all Councillors. He reminded Councillors that the present standing orders were adopted in 2007 based on the NALC 2007 specimen standing orders and that the NALC had revised their model standing orders in 2013 and again in 2018 to reflect new legislation and accepted practice. He said that the Council needed to change their standing orders to those of the NALC 2018 model standing order, so that the written rules of the Council regulating the proceedings of meetings and administrative procedures would be in accordance with present legislation and practice.

The Clerk further said that when attending the recent DALC elections training course, he had taken the opportunity to check with Cara Stobart, the DALC officer as to the legal position as to what constitutes a quorum for Parish Councils. She had advised that under the Local Government Act 1972 the quorum (i.e. the minimum number present at a meeting to enable business to be validly transacted) is one third of the whole number of councillors, with a minimum of three (e.g. 9 members, quorum 3). This is what is shown in the NALC 2018 model standing orders and as such this is what the standing orders for Offwell Parish Council should state in order to comply with the law.

Councillors said that they did not agree with this and asked the Clerk to obtain a copy of the relevant wording in the 1972 Local Government Act. The Clerk said that he would let all Councillors have a copy prior to the next meeting.

The Chair proposed, seconded by Cllr. Tristram that an item be included on the agenda for the next meeting that the existing Standing Orders of Offwell Parish Council be revoked and new standing orders in line with the NALC 2018 model standing orders be adopted in their place.

In accordance with standing order 42b, The Chair declared that this stand adjourned without discussion to the next ordinary meeting of the Parish Council. The Clerk to put an item on the agenda.

### **13. Elections 2019**

The Clerk reported that he had attended DALC Preparing for 2019 Election course on the 7<sup>th</sup> February and that this had been a very worthwhile course. He gave Councillors a brief rundown of the election timetable. The publication of the Notice of Election is Friday 22<sup>nd</sup> March 2019 and that completed nomination papers can be delivered back to the EDDC Electoral Office at Blackdown House between 10.00am and 4.00pm from the 25<sup>th</sup> March 2019 up until the deadline at 4.00pm on Wednesday 3<sup>rd</sup> April 2019. He reminded Councillors that they are **NOT** automatically entered forward into the election because they are existing Councillors. If they wish to stand again as a candidate for election, they **MUST** complete and submit a nomination form.

He further advised that it is advisable that candidates take the nomination forms in person to the Electoral Office so that if when the forms are accepted and checked, any amendments necessary can be initialled/signed by the candidate. Any incorrect / uncompleted forms will not be processed once the deadline of 4.00pm on the 3<sup>rd</sup> April is past.

He said that at the next Council meeting on the 18<sup>th</sup> March, he would give nomination packs to those Councillors who wished to stand as candidates for election together with a timetable of proceedings for the East Devon District and Local Elections on Thursday 2<sup>nd</sup> May 2019.

He asked if anyone was aware of any person interested in standing for election as a Parish Councillor for them to either contact himself or the Electoral office at Blackdown House for a nomination pack.

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

Grit Bin

Dog Poo/Bin

Parishes Together Grant Work

Review of Offwell Parish Council Standing Orders

Councillors M. Mulrain tendered his apologies in advance.

### **15. Date and Time of Next Meeting**

The next Parish Council meeting will be on Monday 18<sup>th</sup> March 2019 at 7.30pm.

The meeting closed at 9.05pm.

Signed

*A. Small*

Date 18<sup>th</sup> March 2019





