

OFFWELL PARISH COUNCIL

MINUTES OF THE REMOTELY HELD PARISH COUNCIL MONTHLY ORDINARY MEETING ON MONDAY 19th OCTOBER 2020 AT 7.30PM

via Zoom platform as per legislation contained within section 79 of the Coronavirus Act 2020

Present: Cllrs. M. Brake (Vice Chair), P. Hopkins, J. Tristram,
S. C. Whithear, M. Mulrain
(remotely)

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

Members of Public: 1

The Vice Chair welcomed Councillors, to the Council's Zoom virtual remote meeting, made necessary by the current CV-19 situation which requires social distancing measures. He advised Councillors that the meeting is being recorded but that the recording will be erased once the draft minutes of the meeting

are approved at the next meeting.

OPEN SESSION

No matters raised

Cllr. Mulrain advised that Mr Terry Staunton who served as a Councillor for some years up until 2019 had sadly passed away. Cllrs. asked the Clerk to send a card of condolence to Mrs Staunton.

COUNCIL BUSINESS

1. Election of new Chair

Cllr. Brake proposed Cllr. Whithear to be new Chair. Seconded by Cllr. Hopkins, all in favour.

2. Chair to sign Declaration of Acceptance of Office

The Clerk to arrange for Cllr. Whithear to sign the acceptance of office at the earliest opportunity.
The Vice Chair to continue in the meantime to chair this meeting.

3. Apologies

None

4. Declaration of Interests

Cllr. Hopkins declared an interest in Item 16b

5. Election of Vice Chair

Cllr Tristram proposed that Cllr. Brake continue as Vice Chair, seconded by Cllr. Whithear, all in favour.

6. Minutes of the Meetings held on 21st September 2020

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

7. Matters arising from the Minutes

The Clerk reported that he was waiting to hear from the Highways Officer what the current position is as regards the programmed repair work at the junction of Fern Lane.

The Clerk reported that Highways had responded to the complaint about the replacement road markings at Four Acres Close and following inspection had advised that in their opinion the road markings were satisfactory. Cllr. Brake said that he would contact the Highways Officer and request a site meeting (Covid Safe) with the residents of the Close to further discuss the matter. The Clerk advised that he was waiting to hear from the the Highways Officer as to suitable dates for the 'Doing What Matters' meeting.

The Clerk advised that he had collected the supply of sandbags and would pass 20 onto Cllr. Brake and retain the remaining 40 at his property.

8. Minutes of the Meeting held on 12th October 2020

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

9. Matters arising from the Minutes

None

10. Councillor Vacancies

The Clerk reported that subsequent to the meeting on the 21st September, he had the following day noticed that Cllr. Patch had sent an email to his personal email account at 6.58pm on the 21st September. The mail said to please accept her resignation with immediate effect.

He had accordingly noted this, advised EDDC and posted the required notices in respect of this resignation and the resignation of Cllr. Small.

The Parish Council would now have to wait to hear from EDDC whether they received a petition from electors for an election to be held for these two vacancies or if they didn't within the required time period to advise the Parish Council that they could proceed to co-opt.

However, at the present moment in time the Parish council already had two vacancies which they were able to proceed to fill by co-opt. The Clerk advised that he had posted an advert appealing for residents, meeting the statutory qualifications to apply to be a Councillor. The advert had been posted on both the noticeboard and on the Website and was also due to appear in the forthcoming edition of The Link. The closing date for applications was the 31st October.

Councillors resolved to consider the matter at the next scheduled Council meeting on the 16th November. The Clerk advised that if he did receive applications he would place an item on the

agenda for the next meeting advising the names of applicants and the procedure to be followed in the co-option consideration process.

11. Reports

a) Police

The Clerk advised that no report had been received. The Clerk to contact PCSO England to ask for a report.

b) District and County Councillors:

EDDC Cllr. Parr asked that people look at the EDDC residents weekly updates as they contained important information and advice on the Coronavirus situation in East Devon and the support which is available from EDDC and other organisations/bodies. The Clerk said that the EDDC and the DCC updates were posted on to the Website for everyone to view.

DCC Cllr. Shaw advised that the DCC web page ‘Coronavirus advice’ also gave important advice and daily updated information on the number of positive coronavirus cases in Devon. The interactive map enabled one to see the number of cases in a particular locality. The Offwell to Sidbury to Beer locality is the appropriate one to view for the situation most local to Offwell but other neighbouring areas can also be viewed for a wider understanding of the situation in East Devon.

Cllr Shaw said that Parish Councils needed to register their initial interest in being considered for a reduced village 20mph speed limit when DCC start introducing this policy. Cllr Shaw said that he had approved two grants from his locality budget for Offwell Parish. The first was for £950 to the Offwell Playpark project for the purchase of equipment. The second for £1,000 to Offwell Parish Council towards the cost of new noticeboards. Council thanked Cllr. Shaw for supporting the Parish with these grants.

c) Clerk

None

d) Offwell Neighbourhood Support Group

Cllr. Whithear advised that everyone previously involved as volunteers during the previous lockdown were still prepared to offer support. There was a note in the Link about the support group. Lynn Whithear would now be the contact point and Coordinator for the support group. The Clerk said that he would update the database contact details as people moved into or away from the Parish.

e) Highways Matters

Cllrs. asked the Clerk to register with DCC the Parish Council’s interest in the existing 30 mph zone in the village being considered for a reduction to 20 mph.

f) Any Other Reports

None

12. To consider matters pertaining to Coronavirus and Offwell Parish

Cllr. Tristram advised that in order to reduce the Coronavirus transmission risk there would be no door to door Poppy collection this year but that donation boxes had been placed in many of the local businesses.

13. Correspondence

The Clerk advised that he had received a letter from TRIP thanking the Parish Council

for the £100 donation and their support in helping TRIP maintain their services to the community.

An email had been received from EDDC stating that their Community Buildings Fund was now open for applications for grants of up to £5,000 for community buildings.. The Clerk had forwarded this on to the ORG /VHC Chair.

A letter had just been received from the Information Commissioner stating that the Data Protection Licence registration is due for renewal on the 30th November. The fee is £40.00. The Clerk will include that on the agenda for payment at the next meeting.

The Clerk said that he had received a letter from Mr Evans who had joined the Zoom meeting on the 12th October and who was looking to purchase the Ty Croeso property. He would forward this email onto Councillors purely for their information.

14. Finance

a) Current Financial Position

The Clerk reported that there is £9,691.88 in the current account (not allowing for the 14b payments below).

There is now £1,112.09 in the CIL Account following the payment of £2,250 to Design Create Play Ltd.,the Playground equipment supplier

b) Expenditure to be approved

- 1) Payment of £318.72 for the Clerk's salary for the month of October
2. Payment of £14.39 to A Jenkins (Clerk) Reimbursement for ZOOM IT Platform Monthly Charge purchased on Clerk's personal card)
3. Payment of £10.65 to A. Dimond for stationery (binders).

Proposed by Cllr. Mulrain, seconded by Cllr.Whithear, all in favour.

c) Bank signatories

The Clerk advised that he had submitted forms to Lloyds Bank for deletion of ex Cllr. Patch and the addition of Cllr. Brake and Cllr. Whithear as signatories. At the present time the only signatories are ex Cllr. Small and the Clerk. Ex Cllr. Small had agreed to sign any required cheques authorised by the Council until such time as Lloyds Bank had processed the addition of Cllr. Brake and Cllr. Whithear. The Clerk said that as soon as this was done he would then proceed to get forms completed for Cllr. Tristram and Cllr. Hopkins and any new co-opted Councillor to be added and ex Cllr. Small to then be deleted.

15 New Replacement noticeboards

The Clerk reminded Council when considering this matter that they had resolved at the August meeting to use the remaining £1,100 CIL money towards the cost of replacement noticeboards. EDDC had confirmed that this would be regarded as an acceptable infrastructure use of CIL monies under the regulations. The Council was also due to receive the £1,000 grant towards the cost of new noticeboards from DCC Cllr. Shaw's locality fund.

Cllr. Brake advised that ex Cllr. Small, the previous Chair had returned to the Clerk the aluminium noticeboard which had been purchased for the Cleave hamlet but which had never been erected. It was suggested that this may possibly be used instead as the replacement village noticeboard. The Chair said that he would look at it to see if it would be suitable. The Clerk said that he would also check with ex Cllr. Small as to exactly why it was never erected in Cleave but believed that it was due to the proposed location.

Councillors then considered the three quotations that had been received for the replacement Parish Council Noticeboard. Cllr. Brake outlined the 3 quotes.

The quotation from Fitzpatrick Woolmer was £4,143.60 but the Clerk advised that on checking with them that the overall size of this noticeboard was too large for the space. The quotation from Green Barnes for a triple bay noticeboard made of man made timber was £2,410.95 and that was capable of holding 18 x A4 sheets in portrait mode to fully use the visible space.

The quotation from the Noticeboard Company was £1,245.58 for a powder coated metal triple bay noticeboard. The Clerk advised that he had spoken to the Company to check the A4 capacity of this noticeboard as the quotation did not give this information. They had advised that it could only hold 12 x A4 sheets in portrait mode. It was not possible to fully use the visible space unless one substantially overlapped the A4 sheets as it was not designed for A4 sheet size display.

The Clerk advised that it was essential that the new noticeboard had a 18 sheet capacity as quite often during the year the Council had to display a substantial number of A4 notices including agendas, minutes, AGAR notices, public rights notices, and various other statutory notices and other important notices.. He also wanted to be able to display Council contact details as well as information / contact details of the Offwell Neighbourhood Support Group.

Councillors considered the matter and asked the Clerk to request the Noticeboard Company to supply a quotation for a noticeboard capable of holding 18 x A4 sheets. The Clerk said that he would do so and also ask for an illustration/photo of the Notice board and would also ask Green Barnes to supply an illustration/photo.

The Clerk said he would also check with both companies that their boards were capable of being fitted to the existing concreted angle iron posts.

The Clerk to re-agenda the matter for the next meeting.

16 Planning applications

a) 20/2123/FUL - Sweethayes Offwell Honiton EX14 9SB

Demolition of the existing garage/workshop and the construction of a new garage
Councillors discussed the application and resolved to support the application. Cllr. Whithear proposed, seconded by Cllr. Hopkins, all in favour.

Cllr. Hopkins left the remote meeting at this point and was returned to the waiting room.

b) 20/2155/FUL - Eastleigh Farm Offwell Honiton EX14 9SE

Agricultural building to provide livestock accommodation.
Councillors discussed the application and resolved to support the application. Cllr. Whithear proposed, seconded by Cllr. Tristram, all in favour.

Cllr. Hopkins then re-joined the meeting from the waiting room.

17 New Website

The Clerk reported that the website designers had started work on designing the new website and hoped to shortly let us have a draft which the Clerk would forward onto Cllr. Brake, Carol Hayes and Dawn Mulrain for their comments.

18 Agenda items for next meeting

None

19 Date and Time of next meeting

The next Zoom meeting will be on Monday 16th November at 7.30pm.

The meeting closed at 9.04pm

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