

OFFWELL PARISH COUNCIL

MINUTES OF A MEETING HELD AT 7.15pm ON MONDAY 20th MAY 2019 IN THE JUBILEE ROOM AT THE SOCIAL CLUB

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

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

Members of Public: 6

COUNCIL BUSINESS

1. Election of Chair

Cllr. Patch proposed Cllr. Small continue in the post for the new Council, seconded by Cllr. Brake, all in favour.

2. Chair's Declaration of Acceptance of Office

Cllr. Small signed the declaration witnessed by the Clerk

3. Apologies

Cllr. J. Tristram, Cllr. M. Shaw (DCC)

4. Election of Vice Chairman

Cllr. Patch proposed Cllr. Brake continue in the post for the new Council, seconded by Cllr. Tuke all in favour.

5. Vice Chairman's Declaration of Acceptance of Office

Cllr. Brake signed the declaration witnessed by the Clerk.

6. Members' Declaration of Acceptance of Office

The remaining Councillors signed their declarations witnessed by the Clerk. It was agreed that Cllr. Tristram sign his declaration at the next meeting.

The Clerk reminded Councillors that as newly elected they all needed to complete and submit new Register of Interest Forms to EDDC. The forms can be downloaded from the EDDC Website - Parishes & Town Councils.

7. Confirmation of Responsible Financial Officer

Cllr. Brake proposed that the Clerk continue in the role as the RFO, seconded by Cllr. Small, all in favour

8. Confirmation of bank mandate signatories for 2019/20

The Clerk advised that it was necessary to remove previous Cllr. Staunton as a signatory. It was resolved that Cllr. Whithear be added as a signatory in his place. The signatories now to be Cllr. Small, Cllr. Patch, Cllr. Whithear and the Clerk. The Clerk said that he would obtain the necessary bank mandate variation forms for completion and signature at the next meeting.

9. Confirmation of the Internal Auditor

Cllr. Small proposed that Mr T, Cuthbertson continue in this role, seconded by Cllr. Patch, all in favour

10. Confirmation of Council Representatives on other committees/Bodies

Footpaths representative – Cllr. Tristram, proposed by Cllr Patch, seconded by Cllr. Tuke,
Snow Warden representative – Cllr. Small, proposed by Cllr. Brake, seconded by Cllr. Patch,
Offwell Recreation Ground & Village Hall Charity representative – Cllr. Whithear, proposed by Cllr. Small, seconded by Cllr. Brake

Highways representative – Cllr. Patch proposed by Cllr. Brake, seconded by Cllr. Small, all in favour.

Coly Valley Traffic Group representatives – Cllr. Patch and Cllr. Mulrain proposed by Cllr. Whithear, seconded by Cllr. Tuke.

All in favour of the above appointments.

11. Minutes of the Meeting held on 15th April 2019

An error on Item 7 was pointed out and the minutes were amended to show that the payments were proposed by Cllr. Tristram and not Cllr. Brake as shown on the draft minutes.

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

12. Matters Arising from the Minutes

The Clerk advised that no one from Highways England or Devon Freewheelers had been available to give the talk at the Annual Parish Meeting but that Mr Neil Hurlock, the Manager of TRIP in Honiton had agreed to give a talk.

13. Correspondence

The Clerk reported that not much correspondence had been received since the last month mainly due to the elections but any received had been passed onto Councillors.

14. Colwell Finger Post

The Clerk advised that Highways had now advised that the cost for the finger post was £120 for the post and sign. Councillors discussed the matter and decided to defer a decision until the next meeting, when Cllr. Tristram who had originally raised the matter would be present. The Clerk said that he would ahead of the meeting ask Highways to confirm that the £120 quoted would be the total cost to the Council..

15. Finance

a) Current Financial Position

The Clerk advised that there was £9,342.65 in the current account (after allowing for uncleared Cheques but not allowing for the above payments) and £2,260.31 in the dedicated CIL account. He passed for Councillors perusal the Bank Statement dated 1st March 2019

b) Intervening expenditure to approve -None

c) Expenditure to be approved

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

- a) £260.80 be paid to Community First Trading for the Insurance renewal.
- b) £31.33 be paid Cllr. Small to reimburse for refreshments purchased for the Annual Parish Meeting.
- c) £ 30.71 be paid to Mrs D Mulrain for Website Software training
- d) £250.12 be paid to the Clerk for salary
- e) £49.00 be paid to HMRC for PAYE

d) **Forthcoming expenditure to approve** -None

e) **Review of Insurance**

It was proposed by Cllr. Brake, seconded by Cllr. Whithear that the Insurance policy be renewed on the basis as per the renewal invitation.

f) **2018/19 Accounts and Annual Governance Statement**

The Clerk advised that he was progressing with the completion of the accounts and hoped to be able to meet with the Internal Auditor shortly for the audit.

16. Planning Applications

19/0209/LBC – Cleave Farm, Wilmington Honiton EX14 9SG

Councillors perused the application and plans. Cllr. Mulrain proposed, seconded by Cllr. Whithear that the Council support the application. All in favour.

17. Parish Council Precept for 2019/20

This item had been included in order to answer the queries raised by Mr Giles-Wilson at the last meeting about the reasons for the increase in the precept. However, as he was not present, the Chair moved that Council progress to the next item.

18. Vacancies on the Council

Following the uncontested election, there were two vacancies on Council.

Cllr. Tuke proposed, seconded by Cllr. Patch that Mrs Pauline Hopkins be co-opted, all in favour.

Cllr. Patch proposed, seconded by Cllr. Small that Mrs Vanessa Smith be co-opted, all in favour.

The Clerk said that at the next meeting he would have the necessary declaration of office forms available for them to sign and be able to take up office. Their co-option would be within the 35 day dispensation rule obviating the usual casual vacancy electoral requirements

19. Email accounts and emails

Cllr. Brake said that he would arrange to set up new emails accounts for the two new co-opted Councillors and also help enable Cllr. Patch access her email account. The Clerk asked to be able to use his discretion in forwarding only relevant emails and not all the big city conference sales and other junk type sales emails that come through.

The matter was discussed but no decision was made

20. Dates & Times of ordinary council meetings for the ensuing year

The following dates all at 7.30pm were confirmed for the period up to 2020.

Monday 17th June 2019

Monday 21st October 2019

Monday 15th July 2019

Monday 18th November 2019

Monday 19th August 2019

Monday 16th December 2019

Monday 16th September 2019

21. Agenda Items for next meeting

Finger Post North Coombe Road

22. Date & Time of Next Meeting

17th June 2018 -Ordinary Council Meeting

The meeting closed at 8.05pm.

Signed *A. Small*

Dated 17th June 2019

