

# **OFFWELL PARISH COUNCIL**

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

### **26<sup>th</sup> MARCH 2018 IN THE SOCIAL CLUB**

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

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

**Members of Public:** 3

### **OPEN SESSION**

Mrs A. Richards suggested that the Parish Council consider requesting someone from Feofees to give the talk at the Annual Parish Meeting in May. The Chair thanked her for the suggestion and that the Council would consider the matter.

### **COUNCIL BUSINESS**

**1. Apologies**

Cllr. S. Patch, Cllr. M. Brake, Cllr. D. Millington & Cllr. C. Whithear

**2. Declaration of Interests**

None

**3. Minutes of the Meeting held on 19<sup>th</sup> February 2018**

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

**4. Matters Arising from the Minutes**

The Clerk advised that the Parish Council's Parishes Together Funding Application is due to be considered by EDDC at a meeting on the 27<sup>th</sup> March 2018.

The Clerk advised that the meeting of the Colyton and area traffic group meeting due to be held on Monday 19<sup>th</sup> March in Colyton had been cancelled due to the weather. The meeting is now due to be held at 2pm on Monday 9<sup>th</sup> April in Colyton Town Hall.

The Clerk reported that he had attended the General Data Protection Regulations (GDPR) course on the 13<sup>th</sup> March. It had given an insight into how the regulations would impact on all Councils even small Parish Councils such as Offwell and the substantial work which will be necessary in making sure the Council is compliant with all aspects of the regulations before they become law on the 25<sup>th</sup>

May. The National Association of Local Councils (NALC) together with the Society of Local Council Clerks (SLCC) have been consulting with the Information Commissioner's Office (ICO) and the NALC have issued a toolkit for local councils and the SLCC are shortly due to issue a comprehensive suite of advice, guidance and model documents. They are still in consultation with the ICO seeking greater clarity and more detailed guidance as to whether clerks to small councils might be able to act as Data Protection Officer (DPO) without any conflict of interest arising or whether someone separate to the council would have to be appointed.

The Clerk said that the Regulations cover all types of data held on computer and paper records and how we handle it, why we have it, what is it for, who we share it with, how long we keep it for and how we protect it. The Clerk will give a full report on the subject at the next meeting.

The Clerk advised that Cllr. Brake had investigated the best way for Councillors to each have a separate dedicated email address for Parish Council business and for everyone to have a similar consistent email format. He has advised that it is possible to set up an @offwell.org e-mail address and that he had already set one up for himself and that it was working fine. He had also advised that it is possible to link and set it up to forward to a private email account. The Clerk advised that GDPR states that Councillors must keep council business separate from their private affairs and that the new separate dedicated email account should NOT be linked and set up to forward to their private email account. The Clerk said that he would speak to Cllr. Brake and arrange for instructions on how to set up an @offwell.org e-mail address to be sent to each Councillor.

The clerk advised that Mr Godfrey, the carpenter had not yet started repairing the Parish Council Noticeboard.

## **5. Reports**

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

The Clerk reported that PCSO D. England had advised that there was one reported crime of a Theft – Other – Including Theft by finding – Theft of items from a car port.

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

DCC Cllr. Shaw advised that he was expecting an announcement in the new financial year of further additional funding for pothole repairs. He said that the County's review of its widely criticised "safety defect" policy on potholes had not yet been published.

The second Health Matters meeting had taken place in Honiton but he had been unable to attend. He said that DCC Health Scrutiny Committee and the CCG have been discussing a new system of care.

EDDC Cllr. Parr reported that EDDC had been shown to be performing well in national performance surveys of Councils. EDDC were processing benefits in 5 days, paying 94% of invoices in 10 days and recycling 59% of waste.

She said that the Thelma Hulbert gallery had received a Visit England accolade and was also holding art therapy work sessions.

She reported that the work on Blackdown House, the new EDDC council office building on Heathpark was progressing well, with some of the first fix work underway and that the building was still on schedule for completion in October.

She said that EDDC had approved a planning application for temporary use of the Queens Drive site in Exmouth for an events / entertainments / play area with live theatre and various

entertainment. She also said that an application had been submitted for permanent use of the site for a new water sports centre which would create 62 new jobs.

**(c) Other Reports -**

The Chair as the appointed Snow Warden reported that no one had contacted him for assistance or grit during the two recent snowfalls.

**6. Correspondence**

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

- a) DALC Newsletter which mentioned that NALC were calling for the Government to provide funding to help parish councils comply with the new General Data Protection Regulations (GDPR).
- b) Email from EDDC Licensing re street trading policy update
- c) Email newsletters from Offwell C of E Primary School.
- d) Email newsletter from SLCC and NALC re GDPR.
- e) Email from EDDC offering Planning Issues Training for Councillors and Officers in afternoon and evening sessions on Tuesday 17<sup>th</sup> April, Wednesday 23<sup>rd</sup> May, Thursday 24<sup>th</sup> May, Thursday 31<sup>st</sup> May or Wednesday 6<sup>th</sup> June. Email circularised to Councillors. Councillors expressed an interest in attending and would advise the Clerk which sessions they were able to attend in order that he can respond to EDDC.
- f) Email from Neighbourhood Alert re fraudsters cold calling victims offering a False Telephone Preference service. To be forwarded for inclusion on the village website.
- g) Email from Carol Hayes stating that over the past few months they have experienced an epidemic of dog fouling down the track alongside West Colwell Farm and also poop bags being left or thrown into hedges/fields. She requested that the Council supply a large, self-supporting bin to be positioned at the bottom of the West Colwell track near the Treatment Works. She kindly offered to empty the bin.  
The Clerk advised that EDDC had now supplied a replacement bin for the one which had been taken away in error by their contractor. Cllr. Tristram suggested that this bin be positioned where Carol Hayes suggested and that he would attend to the matter and ask her if she could as offered empty the bin.  
The Clerk said that parishioners had expressed concerns to him about the extent of dog fouling on the paths through the woodlands and had asked whether the woodlands were able to install some dog bins. Cllr. Mulrain said that he would advise the Clerk of the contact details of the person in charge of the woodlands in order that the Clerk could contact him to pass on the parishioners concerns and requests.
- h) The Clerk advised that EDDC environmental Health had issued a second DAILY WAG edition containing very useful information on responsible dog ownership and gave Councillors copies of the edition he had received from EDDC. The edition can also be viewed online at the following link:-  
<http://eastdevon.gov.uk/media/2381187/daily-wag-2nd-edition-final-oct-2017.pdf>
- i) Email from EDDC of funding opportunity for playgrounds from Kompan Playgrounds. Forwarded email on to ORG & VHC.
- j) Email from Carol Hayes advising that she had attended various Health Matters meetings in Honiton and would be posting reports on the village website.
- k) Email newsletter from DCC advising of a short video link showing how technology can help people to live independently. Forwarded on for inclusion on the village website.
- l) Email from DCC Highways stating that the Traffic Sensitive Street Review consultation was now live. Noted.

- m) Email from the Local Council Public advisory Service re the review of local government ethical standards by the Committee on Standards in Public Life. Noted.

**7. Finance**

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

- a) £238.12 be paid to the Clerk for the period 8<sup>th</sup> January to 5<sup>th</sup> February 2018
- b) £45.80 be paid to HMRC for PAYE for same period
- c) £30.00 be paid to DALC for New Councillors Short Course

**8. Bank Statements**

The Clerk advised that there was £9,930.22 in the current account (after allowing for 3 uncleared cheques) and passed for Councillors perusal the Bank Statement dated 1<sup>st</sup> March 2018.

**9. Planning Applications**

**17/3024/LBC & 17/2025/LBC – The Bishops Tower, Tower Cross, Honiton EX14 9TN**

Cllrs. perused both applications and Cllr. Mulrain proposed supporting the applications, seconded by Cllr. Staunton, all in favour.

**10. Playground Project**

Cllr. Mulrain said that he had asked for this item to be included as he had learnt that the playground sub committee had disbanded and was concerned about what was the current situation of the playground project. He had recently attended the ORG & VHC AGM where the annual accounts showed just over £2,000 had been raised towards the new playground cost of £60,000. Mrs A. Richards advised that the figure of £2,000 was at year end December 2017 and that the present figure was now over £4,000 and that the Charity was continuing to fundraise through events and funding applications to grant funding organisations. Cllr. Staunton asked when the project was to be completed and no date was forthcoming.

**11. Agenda items for Next Meeting**

Minutes & Correspondence

**12. Date and time of Next Meeting**

The next meeting will be on Monday 16<sup>th</sup> April 2018 at 7.30pm in the Social Club. The meeting closed at 8.55pm.

Signed..... Dated.....





