

OFFWELL PARISH COUNCIL

MINUTES OF THE REMOTELY HELD PARISH COUNCIL MONTHLY ORDINARY MEETING ON MONDAY 15th FEBRUARY 2021 AT 7.30PM

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

Present: Cllrs. C. Whithear (Chair), P. Hopkins, J. Tristram, P. Sauvage

(remotely)

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

(remotely)

Members of Public: 3

(remotely)

The 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 audio recorded but that the audio recording will be erased once the draft minutes of the meeting are approved at the next meeting.

OPEN SESSION

Questions were asked how the Council proposed to fill the vacancies on Council. The Chair advised that notices are displayed on the Noticeboard and on the website and that Councillors are actively contacting parishioners and encouraging them to apply. We have already had one new Councillor join and there was another applicant to be considered for co-option at tonight's meeting. The Clerk and Cllr. Tristram said that they had spoken to others and were hopeful that they may apply.

COUNCIL BUSINESS

1. Apologies

Cllr. M. Brake

2. Declaration of Interests

None

3. Minutes of the Meetings held on 18th January 2021

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

4. **Matters arising from the Minutes**

The Clerk advised that the battery for the defibrillator could not be recycled and that the new pads and battery had been ordered.

5. **To consider filling the two vacancies which were advertised and self nominations which were received before the closing date.**

The Clerk reported that only one person had submitted a self nomination and that the candidate to be considered for co-option was Mr Tim Pepper. The Clerk advised Councillors of the procedure to be followed and then the Chair invited Mr Pepper to speak.

- Mr Pepper said that he had lived in the village for 5 years on his smallholding. He feels that Offwell is a wonderful place and wants to support the community

Cllr. Tristram proposed that Mr Pepper be co-opted, seconded by Cllr. Sauvage, all in favour.

The Clerk asked Mr Pepper to sign the form of acceptance of office and to display the signed form to his camera so that it could be viewed by the Clerk and all Councillors. Mr Pepper did this and the Chair welcomed him to join the meeting as a Councillor.

6. **Reports**

a) **Police**

The Clerk advised that he had received a yearly report from PCSO England and that he hoped to send further information on their connectivity plan in the near future.

The yearly report showed that there were 7 reported crimes in 2020/21 as compared to 5 in 2019/20. There were 23 reported incidents in 2020/21 as compared to 31 in the previous year. The 23 consisted of 2 anti social behaviour, 14 public safety and 7 transport.

b) **District and County Councillors:**

EDDC Cllr. Parr advised that EDDC were still heavily involved in administering the various Covid 19 grant and business relief schemes. The District Council had launched consultation on the new EDDC Local Plan and she recommended that the Parish Council participate in the consultation process and make a submission.

DCC Cllr. Shaw had sent a written report. He said that he had received correspondence from Highways England in Exeter and that they were hopeful that the A35 speed camera scheme may receive approval in the 2021 financial year.

c) **Clerk – New Website**

The Clerk reported that the new website had been launched on the 31st January and that he had issued out a newsletter announcing the launch. The Clerk and Carol Hayes had both received very positive feedback on the new website. Parishioners thought it great, attractive, informative and easy to navigate.

d) Clerk – New Noticeboards

The Clerk advised that the new noticeboards had been erected and were in use. They were attractive and very practical and functional. Mr Grant had taken away the old Parish Council Noticeboard and was hoping to salvage, renovate and recycle for use by the Village Hall/Social Club.

e) Offwell Neighbourhood Support Group

Cllr. Whithear advised no requests for support had been received.. The support group was ready and prepared to deal with any requests.

f) Highways Matters

The Clerk reported that the damaged road sign on Fern Lane had been repaired but that he was still waiting to hear when the repair to the collapsed road edge at the Fern lane junction with the A35 was due to take place. He had advised the Highways Officer that the collapse was getting larger and asked for the repairs to be prioritised.

As regards the problems in Mill Lane where water has scoured out the road edges, the Clerk asked if Councillors could advise on a map the exact local locations of the various problems and also send him some photographs. He would then be able to ask the Highways Officer to further investigate the matters. Cllr. Pepper undertook to send him a map and photographs.

g) Any Other Reports

Cllr. Tristram suggested that the Offwell Village Guide be updated as a number of house names had been changed in recent years. Cllr. Sauvage volunteered to walk the parish and identify what needed to be updated. He would then liase with Cllr. Tristram and the Clerk in order that a revised guide can be issued.

7. To consider any matters pertaining to Coronavirus and Offwell Parish

No matters raised.

8. Correspondence

The Clerk advised of further correspondence from EDDC about the Census taking place on the 21st March 2021. EDDC had also written again asking if the Council had appointed a Tree Warden as it was one of a few parishes in East Devon which didn't have one. Cllr. Pepper volunteered to take on the role. The Clerk to advise EDDC and request guidance and information for Cllr. Pepper on the role and its responsibilities.

9. Finance

a) Current Financial Position

The Clerk reported that there is £8,686.38 in the current account (not allowing for any payments to be approved at this meeting but does include the £1,000 grant from Cllr. Shaw's locality fund towards the new noticeboards).

There is £1,112.09 in the CIL Account.

It should be noted that the Council has resolved to make a payment of £1,000 from the CIL monies towards the purchase of the new noticeboards.

b) Expenditure to be approved for which bills have been received

- 1) Payment of £318.72 for the Clerk's salary for the month of January 2021
- 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 £1,000.00 to Maxine Lawson for design of new website.
- 4) Payment of £70.00 to W J Grant for labour and materials involved in removing old noticeboard, cutting back bushes and fitting new posts and the new noticeboards.
- 5) Payment of £54.00 to R. Pincombe for labour involved in removing old noticeboard, cutting back bushes and fitting new posts and the new noticeboards.
- 6) Payment of £38.50 to C. Whithear for purchase of 14 shovels for the grit bins.
- 7) Payment of £3,894.79 to Greenbarnes Ltd for supplying the new Parish Council noticeboard and the new Village Notices noticeboard. (£1,000.00 from the CIL account and the balance of £2,894.79 from the current account)

Payments proposed by Cllr. Tristram, seconded by Cllr. Hopkins, all in favour.

- c) Payment method for payment of website monthly updating/running costs charge.
The Clerk recommended that a monthly standing charge be set up to pay M. Lawson the £50.00 monthly charge for updating and maintaining the website.
Proposed by Cllr. Tristram, seconded by Cllr. Sauvage, all in favour.
The Clerk to make the necessary arrangements.

10. Planning applications

None to be considered

11. A New Local Plan for East Devon – Issues and Options Report Consultation

The Clerk advised Councillors that they should participate in this consultation process as the new Local Plan when adopted by EDDC would be their plan until 2040. It would determine EDDC Policies, development of infrastructure, housing, transport future plans and planning plans amongst many other things in East Devon.

Every Town and Parish Council were being asked to participate in the process and make their views and opinions know. The closing date for submissions is 15th March 2021.

12. Grit Bins

The Clerk advised that he had checked all the grit bins and they were all DCC grit bins with the exception of the Parish Council one by the Haycart. He would make a digital location map of the grit bins.

The Chair advised that he had put shovels in the grit bins.

13. Offwell Haycart

The Chair advised that the existing Haycart was decaying and that he had obtained a quotation from Mike Rowland & Son, Wheelwrights & Coachbuilders for a replacement. The quote was £2,400.00 plus VAT but that Offwell Feoffees had offered to contribute towards the cost with a grant of £1,750.00.

It was resolved that the Council call another meeting on the 22nd February to further consider the matter. The Chair to circulate the written quote and offer to Councillors ahead of the meeting.

14. Zoom Meetings

The Clerk advised that the legislation permitting Zoom Meetings to take place is due to expire on the 7th May and the Government has not advised whether it will extend the legislation beyond that date. NALC, DALC and the SLCC are very concerned about having to revert to face to face meetings from the 7th May and are pressing the Government to extend the legislation. The concerns centre on the Health & Safety of Councillors, Clerks and members of the public attending face to face meetings. They feel that it too early a date to revert to face to face meetings.

The Clerk will monitor developments and advise.

The Clerk said that he had encountered some problems in saving the audio Zoom recordings on the computer but was hopeful that the problems had now been resolved. He also wished to clarify that the recordings made were audio only recordings.

15. Councillor email addresses

The Clerk said that he would report on this at the next meeting.

14. Adoption of Policies & Statements

- a) **Privacy Policy**
- b) **GDPR Policy**
- c) **Website Accessibility Statement**
- d) **Accessible Document Statement**

Cllr. Sauvage proposed adoption of the policy and two statements, seconded by Cllr. Hopkins, all in favour.

16. Agenda items for next meeting

Haycart for meeting on the 22nd February 2021

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