

# **OFFWELL PARISH COUNCIL**

## **MINUTES OF THE REMOTELY HELD PARISH COUNCIL MONTHLY ORDINARY MEETING ON MONDAY 16<sup>th</sup> NOVEMBER 2020 AT 7.30PM**

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

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

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

**Members of Public:** 2

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 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

### **COUNCIL BUSINESS**

**1. Apologies**

Cllr. P. Hopkins

**2. Declaration of Interests**

None

**3. Minutes of the Meetings held on 19<sup>th</sup> October 2020**

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

**4. Matters arising from the Minutes**

Cllr. Brake said that he would contact the Highways Officer about the road markings at Four Acres Close and request a site meeting (Covid Safe) with the residents of the Close to discuss the matter.

**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 Peter Sauvage. The Clerk advised councillors of the procedure to be followed and then the Chair invited Mr Sauvage to speak.

- Mr Sauvage said that he had lived in the village for 5 years and during this time had been a volunteer working in Ofwell Woods and had taken a keen interest in the Community. He was concerned about the local area and wanted to represent the views of local people

The Chair proposed that Mr Sauvage be co-opted, seconded by Cllr. Brake, all in favour.

The Clerk asked Mr Sauvage 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 Sauvage did this and the Chair welcomed him to join the meeting as a Councillor.

**6. Councillor vacancies**

The Clerk reported that EDDC had advised that no petitions had been received seeking elections for the two vacant seats created by the resignations of ex Cllr. Small and ex Cllr. Patch. The Council could now proceed to seek to fill these two posts by co-option.

There were now 3 posts which could be filled by co-option. The Clerk said that the advertisement for applicants would continue to be posted but stressed that the best way to seek applicants was for Councillors to speak to persons who they believed would be a good Councillor. This individual and personal approach was the most effective method of attracting persons who want to serve the Community and make it a better place to live.

**7. 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 had sent a report which the Clerk had circulated to all Councillors. She gave Cllrs. a brief verbal report summary of how EDDC were continuing to support residents and how it was affecting EDDC services. Their website showed weekly updates containing important information and advice on the Coronavirus situation in East Devon and the support which is available from EDDC and other organisations/bodies.

DCC Cllr. Shaw had also sent a report which the Clerk had circulated to all Councillors. Cllr. Shaw mentioned that he had received a lot of information on the current Coronavirus situation in Devon and that the number of cases had increased and was now having an impact on the Hospitals. He said that we all needed to emphasise to the public the need to follow the official guidelines in order to reduce the spread of the virus.

The DCC web page ‘Coronavirus advice’ 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.

c) **Clerk – New Website**

The Clerk reported that Maxine Lawson, the website designer had been working on the website and had sent through a link showing the extent of work so far. He had shared this link with Carol Hayes, Dawn Mulrain, Cllr. Brake and that they were all impressed by the modern clear professional look of the new website and the easy navigation with drop down bars when seeking information. It was just what we had hoped for.

Carol and Dawn were now going to liaise directly on what community information needed to be transferred onto the new website and the Clerk would liaise as regards the Parish council information and documents. The Clerk said that he wished the contact information for the Councillors/Clerk to be more people friendly by including a photograph of everyone, like on the Kilmington website. He asked Councillors if they could send him a suitable photograph for inclusion.

The Clerk advised that the existing website hosting plan was due for renewal on the 21<sup>st</sup> November and that if it was not renewed we would lose all the information and data if it was not copied over before that date. It was going to take a lot of work and time to look through everything which is on the existing website and what needs to be transferred over and any changes needed. He had therefore renewed the hosting plan for one month until the 21<sup>st</sup> December 2020 at a cost of £19.46 which hopefully would give sufficient time but said that it may be necessary to extend it further, as we wanted the new Website to be fully complete when it is launched.

d) **Offwell Neighbourhood Support Group**

Cllr. Whithear & Cllr. Mulrain advised that the support group was ready and prepared to offer support and that Lynn Whithear is the contact point for anyone wanting support.

e) **Highways Matters**

None

f) **Any Other Reports**

None

**8. To consider any matters pertaining to Coronavirus and Offwell Parish**

The Chair said that everyone appeared to be following the rules and being careful.

**9. Correspondence**

Email received from DALC about training courses. The Clerk said that he would check if there were any upcoming courses for new Councillors and new Chairpersons. The Clerk and Cllr. Tristram had both received the annual Parish Paths finance forms which Cllr. Tristram would deal with in due course.

The Clerk advised that an email had been received from DCC/EDDC about Avian Flu and the imposition of National Protection zone regulations which applied to all poultry keepers. There had been an outbreak of Avian flu in Dawlish. He had posted the notice on the website and in the Noticeboard.

## **10. Finance**

### **a) Current Financial Position**

The Clerk reported that there is £10,348.12 in the current account (not allowing for the 14b payments below but does include the £1,000 grant from Cllr. Shaw's locality fund towards the new noticeboards).

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 November 2020
- 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 £40.00 to the Information Commissioner for renewal of the Data Protection registration.
- 4) Payment of £16.68 to A Jenkins (Clerk) Reimbursement for renewal of the offwell.org domain name registration for 1 year.
- 5) Payment of £19.46 to A Jenkins (Clerk) Reimbursement for renewal of the web hosting for 1 month up to the 21<sup>st</sup> December 2020.
- 6) Payment of £112.00 to A Jenkins (Clerk) for office allowance for the period April 2020 to November 2020 (8 months)
- 7) Payment of £45.18 to David Surridge for the repairs to the footpath handrail.

Proposed by Cllr. Tristram, seconded by Cllr. Brake, all in favour.

**11.** The Clerk advised that following the last meeting he had received an email from Mrs Richards asking why the Cleave noticeboard had never been installed and that this needs to be discussed again. Also that the existing Parish Council noticeboard had been purchased through money by the villagers and organisations in memory of Dennis Batten and querying why it was necessary to replace it.

The Clerk had replied stating that he was investigating the matter of the Cleave noticeboard ahead of this meeting and that the Parish Council Noticeboard had been in use for 39 years, had deteriorated with age and was no longer fit for purpose.

### **a) Cleave Noticeboard**

The Clerk reported that he had spoken to ex Cllr. Small and ex Cllr. Patch. He was unable to ascertain why after the noticeboard had been purchased the matter had never been proceeded with. Mrs Patch had said that the Cleave Community still wanted the noticeboard and had now advised the Clerk of the exact position where she had agreed with a landowner it could be placed.

The Clerk reminded Council that planning permission was required before the noticeboard could be installed and that Council had originally agreed to this but that he had never received the location details in order to submit an application.

Councillors discussed the matter. Cllr. Sauvage proposed that the Council proceed with a planning application and if approved install the noticeboard. The reason being the Council had originally approved the purchase of the noticeboard and the cost of submitting a planning application based on there being a demonstrable need for a noticeboard at Cleave and that Mrs Patch had advised that this need still existed. Seconded by Cllr. Whithear, the majority in favour. The Clerk to submit a planning application.

The Clerk reminded Council that this notice board will be one for Community notices and not a Parish Council noticeboard for council notices, minutes, agendas and other official notices.

**b) New Replacement noticeboards**

The Clerk reported that he had obtained quotations from both the Noticeboard Company and Green Barnes and had circulated to Councillors full details of the quotations with illustrations of the noticeboards.

The quotation from the Noticeboard Company was for aluminium noticeboards as this was the only style of noticeboard they could supply which would meet the Council's requirements as to A4 notices capacity and overall size. The Clerk said that there would be no header boards and that the Company would not confirm that the noticeboards would have suitable fixing points for fixing to the existing posts. Their quotation for the two boards was £2,994.60 incl.VAT

There were two sets of quotations from Green Barnes, one for Aluminium noticeboards and the other for noticeboards, made of a man made timber from recycled plastics.

The aluminium noticeboards quotation is £1537.73 incl. VAT. These boards would come with separate header-boards and the Company have confirmed that the noticeboards would be suitable for fixing to the existing posts.

The quotation for the manmade noticeboards includes two options for the Village noticeboard, either a two bay or a smaller single bay option. The manmade noticeboards are similar in appearance to traditional substantial style wooden noticeboards and as such more in keeping with the appearance of the centre of the village. The other benefit of these noticeboards is the minimal maintenance required and their expected longevity. The Clerk said that he was aware that Kentisbeare Parish Council had installed two of these noticeboards 4 years ago and that he had spoken to their Clerk to enquire how they had performed. She advised that they had not experienced any problems, that they still looked good and they were very satisfied with them.

The Clerk explained in detail each of the quotations and answered Councillors questions.

Councillors decided that the aluminium noticeboard options from both companies

were not suitable and would not be in keeping with the centre of the village appearance.

They then discussed the two options of the man-made timber noticeboards from Green Barnes.

Option A – 3 Bay Parish Council Noticeboard and a single bay Village Notices Noticeboard -£ 3,480.97 total incl. VAT

Option B - – 3 Bay Parish Council Noticeboard and a two bay Village Notices Noticeboard -£ 3,894.79 total incl. VAT

The Clerk reminded Council 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 had also received the £1,000 grant towards the cost of new noticeboards from DCC Cllr. Shaw's locality fund

Cllr. Mulrain proposed that the Council proceed with Option B and purchase from Green Barnes the 3 bay Parish Council noticeboard and the two bay Village Notices noticeboard at the purchase price of £3,894.79 incl. VAT, seconded by Cllr. Brake, all in favour.

Cllr. Whithear proposed that the Dennis Batten inscribed dedication plaque on the existing noticeboard be retained as an historical feature and placed alongside the new Parish Council noticeboard, seconded by Cllr. Sauvage, all in favour.

The Clerk to proceed and place an order with Green Barnes for the new noticeboards.

## **12. Planning applications**

No applications to consider

## **13. Christmas Lights**

The Chair proposed that the council purchase a replacement set of Christmas lights up to a limit of £56.00 to replace the previous set which had been damaged and were no longer useable. Seconded by Cllr. Tristram, all in favour.

## **14. Agenda items for next meeting**

None

## **15. Date and Time of next meeting**

The next Zoom meeting will be on Monday 21<sup>st</sup> December at 7.30pm.

The meeting closed at 9.01pm

Signed.....

Date.....