

OFFWELL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MONTHLY ORDINARY MEETING ON WEDNESDAY 28th SEPTEMBER 2022 AT 7.30PM IN THE VILLAGE HALL

Present: Cllrs. J. Tristram, A. Welch-Thornton, M. Norfolk, P. Hopkins,
T. Pepper, C. Whitehead

In Attendance: A Jenkins (Clerk)

Members of Public: 0

Cllr. Tristram, the Vice Chair chaired the meeting

He welcomed everyone to the Council meeting and outlined / reminded everyone of the Covid-19 measures which had been adopted for Council meetings.

OPEN SESSION

No matters raised

COUNCIL BUSINESS

1. **To receive apologies for absence and to approve reasons given (LGA 1972 S.85 (1))**
Cllrs. C. Whithear, P. Sauvage, EDDC. Cllr.H. Parr,
DCC Cllr. M. Hartnell
2. **To receive any declarations of interest relating to items outlined in this agenda (this does not preclude the duty to declare further interests as applicable)**
None
3. **Minutes of the Meeting held on 17th August 2022**
Cllr. Hopkins proposed that the minutes be declared a true record of the proceedings, seconded by Cllr. Welch-Thornton, all in favour.
4. **Matters arising from the Minutes**
None
5. **Reports:**
 - a) **Police**
No report received.
 - b) **District and County Councillors**
The Clerk advised that no reports had been received from the District Councillors. DCC Cllr. Hartnell had submitted a written report which had been circulated to Councillors and added to the website.

c) **Clerk**

None

d) **Offwell Neighbourhood Support Group**

None

e) **Highways Matters**

1) **Additional safety signage on entering the village, e.g. Please slow down children and animals**

Councillors were very concerned about the speeding traffic through the village. Cllr. Norfolk proposed that as Highways are not assisting us in any way that the Parish Council support and provide some signage to be placed on private property with polite wording such as “please respect the speed limit through our village” or “careful driving is appreciated”, “twenty is plenty” or “children and animals around, please take care“, (for example). Seconded by Cllr. Hopkins, all in favour. Cllr. Norfolk to advise the Clerk of the size and wordings and number of the signs in order that the Clerk can obtain quotations for Council to consider, approve and accept.

2) **Other Highways matters**

The Clerk advised that an A35 meeting of the Town and Parish Councils with National Highways had been agreed. It was to take place on the 27th October at Kilmington Village Hall. The Route Manager, South West Operation, National Highways (previously Highways England) will present the latest plans for the A35 development and answer questions about the scheme. Invites to the meeting will be issued by the Kilmington and Widworthy Clerks.

A maximum of two Councillors and the Clerk from each Parish/town Council have been invited to attend and they have been requested to submit their questions 10 days in advance.

The Clerk said that he would meet with Cllr. Tristram and Cllr. Sauvage to agree the questions and strategy for the meeting.

The Clerk advised that the pothole/resurfacing of the unnamed lane to the Bishops Tower with the A35 had finally after months of waiting been carried out earlier this week. The Clerk will speak again to Cllr. Hartnell and Highways about how safety for road users at this dangerous junction can be improved.

The Chair had said that with regard to Highway’s refusal of an the extra grit bin by Cllr. Welch-Thornton’s house that the Highways Officer cannot seriously expect anyone to walk from the two nearest grit bins with a bucket and spade full of grit when the surfaces are covered with snow and ice. We have experienced this and the road is almost impassable without a suitable 4 x 4 vehicle. A suggestion to close this matter would be to supply Cllr Welch-Thornton and her near neighbours with their own supply of grit in bags or a standard dustbin within the boundary of their own property. Cllr. Tristram proposed that the Parish Council do this, seconded by Cllr. Pepper, all in favour. Cllr. Pepper to drop off some grit.

f) **Footpaths Report**

No report received

g) **Any Other Reports**

None

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

The Clerk had forwarded to Councillors the email received from DCC headed Urgent call for vaccine take up as experts predict flu and COVID-19 cases to rise this winter.

The urgent call is because cases of coronavirus are already beginning to rise across the UK, and in Devon, and natural immunity against flu is relatively low, because despite it being present last winter, coronavirus restrictions helped protect people from catching it.

People who are older or who have other health conditions that make them vulnerable, are at greatest risk this winter. And study results from early in the pandemic show that people who catch both flu and COVID-19 at the same time are around twice as likely to die, compared to those who only have COVID-19.

Steve Brown, Devon's Director of Public Health, said: "This is a clarion call for everyone in Devon, who is eligible for the free flu vaccine and the coronavirus booster, to come forward as soon as they are invited to do so.

"Taking up both the COVID-19 booster and flu jab is an essential form of protection against these respiratory viruses.

"Vaccines are the best way for us to protect ourselves from serious illness this winter, and I urge everyone who is eligible, not to be complacent, and to take up the vaccines when invited to do so."

7. Correspondence

Correspondence had been forwarded onto Councillors including:-

Blackdown Hills Parish Network notice of AGM - Noted

Invitation to attend the annual Parish Paths Partnership Autumn Workshops 2022 – The Clerk to speak to Cllr. Sauvage.

Planning Meeting with Southleigh Parish Council on 28th September. The Clerk had replied advising that it clashed with our meeting.

Strategic planning Committee meeting on 29th September – The Clerk advised that nothing on the agenda related to Offwell but that he would be keeping a watching brief on the agendas for future meetings for anything which relates to or affects Offwell Parish.

New funding available for communities in Devon – Noted

8. Finance

a) Current Financial Position

The Clerk reported that there is £5,418.04 in the current account following receipt of the second portion of the precept.

The CIL account balance remains unchanged at £12.09

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

- 1) Payment of £333.44 for the Clerk's salary for the month of September 2022
- 2) Payment of £84.00 to the Clerk for Home office allowance for the months April, May, June, July, August and September 2022.
- 3) Payment of £59.98 to the Clerk to reimburse for renewal of the Cloud Next email hosting..

Payments proposed by Cllr. Whitehead, seconded by Cllr. Pepper.. All in favour.

9. Planning Applications

a) Ref. No. 22/1831FUL – Holme Lea House, Honiton EX14 9TW

Single storey extension

The Clerk advised that EDDC had already approved this planning application.

10. Devon Community Resilience Forum virtual event 14-16 November

The Clerk had circulated details of this virtual event to Councillors. He said that at the last meeting he had mentioned that Offwell did not have an emergency plan policy and needed to consider formulating one. This virtual event will be extremely useful for Councillors to participate in and gather information and advice on formulating an emergency plan. Cllr. Norfolk and Cllr. Whitehead will attend/view the virtual event.

11. Councillor Training

The Clerk advised that DALC will deliver a 'being a good councillor' short course at Offwell Village Hall on Monday 7th November with a 6.30pm start and ending at approx. 9.15-9.30pm. The resources for the course will be sent to the Clerk to cascade out.

12. Website & Councillor email accounts and email issues.

Councillors had advised that they were still receiving the fake emails.

The Clerk said that it is not possible to prevent receiving such emails but the important thing to do is be very vigilant when receiving and opening emails, to look carefully at the actual email address it has actually come from. If it is not from the Councillors official email address then delete it immediately and do NOT reply to it.

Cllr. Norfolk request that the Clerk request Cloud Next to confirm the spam filters they employ on their emails.

13. Offwell Haycart Planting & Sponsorship

a) The Clerk advised that the Chair and him had met with Mr & Mrs Collins. It had been agreed that Mrs Whitehead who had taken over the Haycart planting would be supplied with plants to the cost of £170.00 for the coming year. The Council to acknowledge and thank them on the website and on a plaque sign on the cart for their kind sponsorship.

b) The Chair had advised that he will treat the timber on the Cart.

14. Asset Register

The Clerk circulated copies of the Asset Register to Councillors. He advised that fixed assets once recorded on the asset register at acquisition costs must not change from year to year until disposal. Concepts of depreciation and impairments adjustments are not appropriate for local councils. The Asset Register forms the basis for completion of Box 9 in the AGAR Annual Return. It is a working document which will be amended as necessary and will be updated by the Parish Council at the end of each financial year.

He advised that the amounts shown for the Jubilee Village Lamp, the Village Pump and the Copplestone Village Cross had been set by the Parish Council when they adopted these items in 2014. A nominal value of £1 had been applied to the Telephone Box.

15. Review of the Insurance Policy Sums insured of the assets..

Councillors reviewed the sums insured. Cllr. Pepper proposed that the telephone box be insured for a sum of £4,500 and the other sums insured remain as they are but that we seek advice from a stone mason as to the reinstatement costs for the Cross and village pump and also check the replacement cost for the Defibrillator and cabinet. Seconded by Cll. Whithead, all in favour.

16. An any other business agenda item

The Clerk advised that this was not allowed for under Local Government Law as no legal decisions could be made by the Council under such an item. The Clerk said that Councillors can contact him up to the issue date of the agenda if they wish an item included on the agenda

and that it is possible if an urgent matter arose for them to contact the Chair and Clerk to request that an extraordinary meeting be called.

17. Offwell Together

Councillors agreed that the Offwell Together facebook site was not one for the Parish Council to be involved in and that the Offwell Village website is the place where all official Parish Council business should be posted and displayed.

18. Documentation timetable

Cllr. Norfolk proposed that the following documentation timetable be adopted:-

Document	Day	Comment
Cut off for Councillors to provide agenda item	At least 5 days before meeting	
Documents provided to councillors	At least 3 days before meeting	Includes agenda, police reports, district and any other EDDC reports, Clerks report and any other written reports, emails relevant to Offwell
Offwell website updated with agenda	At least 2 days before meeting	
Parish council meeting	0 - day of meeting	
Offwell website updated with approved minutes of previous meeting	Maximum of 2 days after meeting	
Minutes of meeting provided to councillors	Maximum of 10 days after meeting	Note - where there is a bank holiday the maximum days will increase by number of bank holidays. i.e. if 1 bank holiday then minutes will be provided 1 day later
Offwell Website updated with draft minutes of meeting	Maximum of 11 days after meeting	

Seconded by Cllr. Whitehead, all in favour.

19. Agenda Items for Next Meeting

None

20. Date and Time of Next meeting

Wednesday 19th October 2022

The Meeting closed at 9.45pm.

Signed

J.B. Tristram

Date 19th October 2022