

## Branscombe Parish Council

c/o Higher House, Branscombe, EX12 3BH

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**BRANSCOMBE PARISH COUNCIL MEETING to be held ONLINE: (see website for details)**

**13<sup>th</sup> May 2020 at 17.00hrs**

Members of the public and press are invited to attend. If requested, there will be a max. of 15 minutes public participation at the start of the Council meeting. Speakers will be limited to 3 minutes per person. Matters raised should be within the remit of the Agenda of the Council and with the prior permission of the Chair. Requests to speak should be received by noon of the day of the meeting. Members of the public exercising their right to speak will be recorded.

### MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting.

### AGENDA

- 1) APOLOGIES: To receive apologies and to approve reasons for absence
- 2) PUBLIC SPEAKING
- 3) TO CONSIDER MINUTES OF PREVIOUS MEETING: Dated 12<sup>th</sup> March 2020. Minutes to be signed at next face-to-face meeting
- 4) DECLARATION OF INTEREST: Of personal/prejudicial interests in agenda items and their nature
- 5) ORGANISATIONS' REPORTS:
  - a) Police
  - b) National Trust (attending meetings in Feb, May, Sept, Nov)
- 6) REPRESENTATIVES' REPORTS:
  - a) Cllr Shaw, DCC
  - b) Cllr Pook, EDDC
  - c) Village Hall
- 7) MATTERS ARISING:
  - a) Formally postpone Annual Meeting and Annual Parish Meeting until May 2021, and advise usual attendees of such
  - b) Agree to publish Chairman's / Clerks Annual Reports in Parish Magazine (draft by 22 May)
  - c) Agree ongoing timetable for 2020, following meeting cancellations due to COVID19
  - d) Placement of council tenants in Bucknall Close with regards to anti-social behaviour
  - e) Climate Emergency – DCC to update on how this affects BPC/it's decision-making processes
  - f) Parish Emergency Plan – Cllrs to update on progress
  - g) Road Wardens – Cllrs to update on tarmac order
- 8) PLANNING
  - a) Update – as attached
  - b) To consider the following Applications, Appeals & Enforcements based on local knowledge;
    - i 20/0884/FUL - Hillend Branscombe Seaton EX12 3DN - Construction of detached single storey garage

- 9) HIGHWAYS/FOOTPATHS
- a) Update on culvert by Village Hall
- 10) GENERAL CORRESPONDENCE (as previously circulated):
- a) Pamphlets circulated to all village residences in response to COVID19; Cllr Bass proposed contribution to volunteers for printing / distribution / other expenses. Sought advice from EDDC & DCC regarding managing visitors to the Village
- b) Applied for and received DCC grant of £495 to use for volunteers' expenses. This must be disposed of within 12 weeks
- c) Devon Air Ambulance additional grant paperwork to sign
- d) To consider putting electric vehicle charging point proposal to Village Hall
- e) Consultation on new funding for local bus service support in 2020/2021
- 11) FINANCE:
- a) Finance Update 2019/20 – attached
- b) Parish precept of £3,850.00 received
- c) Tried to cancel ICO membership however received advice that BPC require registration due to other data we hold, e.g. the minutes of council meetings, which contain personal data
- d) Update on 2020 Annual Meeting and internal / external audit of accounts:
- i To appoint Graham Walford-Howell as Internal Auditor for tax year 2019/20
- ii Complete and issue including wet signatures on AGAR/exemption certificate by 31/07/20
- iii Draft accounts must be approved by 31/08/20 or earlier where possible
- iv Public inspection date must commence on or before 01/09/20 for 30 working days
- v Publication date for final, audited accounts moved to 30/11/20
- e) To agree protocol for signing cheques under lockdown
- f) To consider payments to be made, including:
- i Chq. No. 1045 - £121.97 – DALC Membership
- ii Chq. No. 1046 - £40.00 - GDPR/Data Protection Act data protection registration fee
- iii Chq. No. 1047 - £45.00 - cancelled Chq. No. 1044 payable to Branscombe Forge for stakes and make new cheque payable to Simon Hall
- iv Chq. No. 1048 - £855.28 - Clerk's wages & expenses (Jan - Mar 2020)
- v Chq. No. 1049 - £330.31 - Assistant Clerk's wages & expenses (Jul 19 - Mar 2020)
- vi Chq. No. 1050 - £390.00 – Thomas Westcott (payroll)
- 12) MATTERS FOR FUTURE AGENDA WITH PERMISSION FROM THE CHAIR

Date of next meeting tba.

Close Meeting.



**Nicky A Langley**

Clerk to Branscombe Parish Council & Responsible Financial Officer

Dated: 8<sup>th</sup> May 2020

**Reminder for Members**

You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.

You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered. Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer.'). If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.