**BRANSCOMBE PARISH COUNCIL**

MINUTES OF THE BRANSCOMBE PARISH COUNCIL MEETING held online via ZOOM platform on **WEDNESDAY 13th May 2020 at 17.00hrs**.

PRESENT: Cllrs Fastnedge (Chair), Bass (Vice Chair), Cox, Evans, Lambert, Pegler, Pike, Powell and White. Chair ensured that all attendees could both hear and be heard, and that a quorum was reached.

APOLOGIES: Cllr Shaw (DCC) and Mr Skinner (NT).

MEMBERS OF PUBLIC: None.

PRESS: None.

CLERK IN ATTENDANCE:  Nicky Langley.

PUBLIC SPEAKING: None.

MINUTES OF PREVIOUS MEETING: Parish Council meeting held on 12th March 2020, as previously circulated, was approved by Council and will be signed by the Chair as a true record at the next face-to-face meeting.

DECLARATION OF INTEREST: None.

ORGANISATIONS’ REPORTS:

**a) Police:** The previously circulated report was acknowledged.

**b) National Trust:** NT report provided just prior to the meeting discussed the effect of COVID19 on the Trust, and that projects such as valley path resurfacing and culvert clearance are on hold.

REPRESENTATIVES’ REPORTS:

**a) DCC:** Apologies received. The previously received report has been circulated.

**b) EDDC:** No report.

**c) Village Hall:** No meeting since lockdown, but the tennis court opened today.

MATTERS ARISING:

**a) Postpone Annual Meeting and Annual Parish Meeting:** In line with Government regulations, BPC will not hold an Annual Meeting nor Annual Parish Meeting in 2020, and will postpone such until May 2021. The usual attendees will not be notified, since a letter to that effect was placed in the May Parish magazine.

**b) Annual Reports:** The Chair and Clerk’s annual reports will be provided to the Parish Newsletter Editor for inclusion in the June issue.

**c) 2020 Ongoing Timetable:** TheChair will call meetings on an ad hoc basis to meet Council needs and in accordance with any developments in the current situation due to COVID19.

**d) Anti-social Behaviour:** The Clerk, with input from the Chair and Cllr Pegler, will write to EDDC to discuss the criteria followed before individuals are placed in sheltered accommodation in the Village.

**e) Climate Emergency:** This item will be carried forward.

**f) Parish Emergency Plan:** A draft has been circulated to the Chair by Cllrs Cox, Pegler and Pike. This is awaiting a local knowledge update, which is delayed due to COVID19. The Colyton Emergency Plan was shared and discussed, and BPC plans to meet their Emergency Planner in due course.

**g) Tarmac for Road Wardens:** Cllr Powellhad been advised by the supplier that the minimum order was 30 tubs. Cllr Bass suggested that DCC central purchasing be consulted, and in addition Cllr Hughes (Head of Devon County Roads) and Cllr Shaw could be asked for assistance.

PLANNING:

**a) Update:** Noted.

**b) Applications, Appeals & Enforcement:**

* + 1. 20/0884/FUL - Hillend Branscombe Seaton EX12 3DN - Construction of detached single storey garage. The Chair discussed the changes compared to the previous application and how the new application purported to meet these, however Cllr Bass proposed that BPC again object to the application in accordance with the previous grounds, in particular Visual Impact in an AONB; seconded by Chair, AIF.

HIGHWAYS/FOOTPATHS:

**a)** NT have paused their preparations to clear the culvert by the Village Hall.

GENERAL CORRESPONDENCE:

**a)** **Branscombe COVID19 Volunteers:** Pamphlets were circulated to all village residences in response to COVID19; Cllr Bass proposed a contribution to volunteers for printing / distribution / other expenses, however a grant has been received from DCC. BPC sought advice from EDDC & DCC regarding managing visitors to the Village.

**b) DCC COVID19 Grant:** Applied for and received DCC grant of £495 to use for volunteers’ expenses. This must be disposed of within 12 weeks. An expense form has been circulated to the volunteers and materials will be purchased for Villagers to make facemasks for volunteers and other vulnerable Villagers.

**c) Devon Air Ambulance paperwork:** Forms requiring signature will be circulated to Rod Hart of the Village Hall Committee and to the Chair, before returning to DAA.

**d) Electric Vehicle Charging Point:** Cllr Pegler provided a PowerPoint presentation discussing the available opportunity to fit an EV charge point. This will be provided to the Village Hall Committee for them to consider the next step, which is for BPC to pay £1 for Joju to perform further investigation into the possibility.

**e) Consultation on new funding for local bus service support:** Clerk will write to Cllr Shaw to see if consultation still required in lieu of current circumstances relating to COVID19.

FINANCE:

**a) Finance Update 2019/20:**

Total receipts for the year £ 4,347.35

Total payments for the year £ 1,781.60

Difference £ 2,565.75

Current balance £ 28,148.68

**b)** Precept receipt noted.

**c)** ICO membership required due to data BPC holds, e.g. minutes of council, which can contain personal data.

**d)** Graham Walford-Howell is appointed as internal auditor for 2019/2020 financial period; AIF.

**e)** Cheques will be signed by Cllrs stopping by Clerk’s residence / Clerk walking them around Cllrs until three signatures have been received.

**f) Cheques Signed:**

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)

MATTERS BROUGHT FORWARD WITH PERMISSION FROM THE CHAIRMAN:

Chair asked that Cllrs raise any new agenda items with the Clerk to be recorded for discussion at the next meeting.

The next meeting will be called as business dictates and notice will be placed on the website, Facebook page and with EDDC.

Meeting closed at 18.30 hrs.

Signed……………………………………………..…   Date …………….………..