

BRANSCOMBE PARISH COUNCIL

Year Ending: 31st March 2021

c/o Higher House, Branscombe, EX12 3BH

01297 680364 / 07903 080411

Email: clerk@branscombe.eastdevon.gov.uk

Web: <http://www.branscombe-pc.org.uk>

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

15th April 2021 at 19.00hrs

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 may 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 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

- 1.0 APOLOGIES: To receive apologies and to approve reasons for absence
- 2.0 PUBLIC SPEAKING
- 3.0 ONE MINUTE SILENCE: To mark the passing of the Duke of Edinburgh on 9 April 2021
- 4.0 TO CONSIDER MINUTES OF PREVIOUS MEETING: Dated 18th March 2021. *Minutes to be signed at next face-to-face meeting*
- 5.0 DECLARATION OF INTEREST: Of personal/prejudicial interests in agenda items and their nature
- 6.0 ORGANISATIONS' REPORTS:
 - a) Police
 - b) National Trust
- 7.0 REPRESENTATIVES' REPORTS:
 - a) Cllr Shaw, DCC
 - b) Cllr Pook, EDDC
 - c) Village Hall
- 8.0 MATTERS ARISING:
 - a) Parish Emergency Plan – will be printed when lockdown permits
 - b) Website Accessibility – Statement updated; WCAG compliant website launched
 - c) St Winifred's churchyard maintenance – to consider further support in 2021/2022
 - d) Gift to staff at Exeter Hospital – update on proposal of thanks
 - e) Annual Meeting & Annual Parish Meeting – to be held via Zoom on 6 May 2021
 - f) Consider Parish Pathways agreement with DCC; payments of up to £30/mile

- g) To approve leaflet on BPC for Village Welcome Pack
- h) Council decision making from 7 May; currently plan to meet in Village Hall from June; will need risk assessment (consider Main Hall vs. Social Room)
- i) Operation Forth Bridge – any further action to mark the passing of the Duke of Edinburgh

9.0 PLANNING

- a) Parish Planning Update – as attached to Agenda
- b) Applications, Appeals & Enforcement Actions
 - i None

10.0 HIGHWAYS/FOOTPATHS

- a) Culvert by Village Hall – update
- b) DCC “Doing What Matters” project – update
- c) Road Wardens – purchasing materials from DCC grant of £678.30
- d) Weston Hamlet and Branscombe Village signs; DCC have responded with final design, location and cost for Weston of £250 (reviewed by Cllr Evans) and Branscombe of £550 (approximately)
- e) Restricted width signs on Northern Lane – ordered from Start Traffic
- f) Branscombe signs on main / village roads – requested information from DCC to address / repair broken signs
- g) Temporary Traffic Notice TTRO2139653 for pole replacement 30 June 2021

11.0 GENERAL CORRESPONDENCE (as previously circulated)

- a) Received AGAR instructions from PK Littlejohn, which must be returned to them by 2 July 2021 (unless extension requested)
- b) Request to support dog bin at Village Hall (installation and maintenance cost to Hall)
- c) Request to complete online survey for “Community Risk Management Plan for Devon and Somerset Fire and Rescue Service”

12.0 FINANCE

- a) Finance Update 2020/21 – attached
- b) Annual Governance and Accountability Return (AGAR) Timetable:
 - i Appoint internal auditor for financial year 2020 - 2021
 - ii Approve draft account and Sections 1 and 2 of the 2020/21 AGAR, sign AGAR and exemption certificate by 30 June 2021
 - iii Set 30 working days for exercise of public rights (to include first 10 days in July)
 - iv Publish the approved Sections 1 and 2 of the 2020/21 AGAR by 30 Sept 2021
- c) Annual Report drafted and circulated for comment; note explanation required for ‘high’ reserves (possible earmarking for road mending, additional face masks, etc)
- d) Update on internet banking: need all signatories to sign form electronically once new mandate passed – waiting for NatWest to respond to second application
- e) To consider payments, including:
 - i Cheque 1074 DALC Annual Membership - £121.95

ii DCC for Branscombe & Weston signage (DCC estimate) - £750.00

iii Cheque 1075 Aubergine (balance) - £597.60

13.0 MATTERS FOR FUTURE AGENDA WITH PERMISSION FROM THE CHAIR

Date of next meeting: 6th May 2021.

Close Meeting.



Nicky A Langley

Clerk to Branscombe Parish Council & Responsible Financial Officer

Dated: 10th April 2021

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.