

# BRANSCOMBE PARISH COUNCIL

Year Ending: 31<sup>st</sup> March 2022

c/o Higher House, Branscombe, EX12 3BH

01297 680364 / 07903 080411

Email: [clerk@branscombe.eastdevon.gov.uk](mailto:clerk@branscombe.eastdevon.gov.uk)

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

## ANNUAL PARISH MEETING

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

**Thursday 6<sup>th</sup> May 2021 at 18.30hrs**

Members of the public and press are invited to attend. Matters raised should be within the remit of the Council and with the permission of the Chair.

### AGENDA

- 1.0 APOLOGIES
- 2.0 ZOOM PROTOCOL: The Clerk will describe the protocol for conduct of this meeting
- 3.0 MINUTES OF PREVIOUS MEETING: Dated 9<sup>th</sup> May 2019 (available on BPC website)
- 4.0 MATTERS ARISING: From the minutes of the previous meeting
- 5.0 CHAIR'S REPORT: The Chair will make his report
- 6.0 FINANCE REPORT: The Clerk will report a summary of the accounts
- 7.0 REPRESENTATIVES' REPORTS: The following organisations were invited to report (in the absence of a representative any report will not be read out by the Chair):
  - a) DCC (Cllr Shaw)
  - b) EDDC (Cllr Pook)
  - c) Devon & Cornwall Police (PC Beth Salter)
  - d) National Trust Rangers (Rob Skinner)
  - e) Branoc Hall Committee (David Lamb)
  - f) Branscombe Project (Joan Doern)
  - g) Branscombe PCC (Sallie Herniman)
  - h) The Friends of St. Winifred's Church, Branscombe (Emma Cox)
  - i) Branscombe Players (Ross Wilmington)
  - j) Branscombe Church of England Primary School (Katie Gray)
  - k) Branscombe Church of England Primary PTFA (Abi Fuell)
  - l) Branscombe Craft Club (Joan Pike)
  - m) Royal British Legion (Mike King)
  - n) Branscombe Third Thursday Afternoon Club (Brenda Woodley)
  - o) Branscombe Cricket Club (Gary Pinnock)
  - p) Branscombe Harvest Fair (Abi Fuell)



**Nicky A Langley**

Clerk to Branscombe Parish Council & Responsible Financial Officer

Dated: 2<sup>nd</sup> May 2021

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## ANNUAL MEETING

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

**Thursday 6<sup>th</sup> May 2021 at 19.30hrs**

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.

***Before the start of the meeting, all Councillors will sign an Acceptance of Declaration of Office.***

## AGENDA

- 1.0 ELECTION OF CHAIR
- 2.0 CHAIR TO SIGN DECLARATION OF OFFICE FOR THE ROLE OF CHAIR
- 3.0 APOLOGIES: To receive apologies and to approve reasons for absence
- 4.0 ZOOM PROTOCOL: The Clerk will describe the protocol for conduct of this meeting
- 5.0 ELECTION OF VICE-CHAIR
- 6.0 ELECTION OF REPRESENTATIVES
  - a) Village Hall
  - b) Emergency Sub-Committee
  - c) Seaton and Colyton Traffic Group
- 7.0 PUBLIC SPEAKING
- 8.0 TO CONSIDER MINUTES OF PREVIOUS MEETING: Dated 15<sup>th</sup> April 2021. *Minutes to be signed at next face-to-face meeting*
- 9.0 DECLARATION OF INTEREST: Of personal/prejudicial interests in agenda items and their nature
- 10.0 MATTERS ARISING:
  - a) To announce the formal issue of the Parish Emergency Plan
  - b) To discuss supporting the Village Hall's request install a dog waste bin in their car park (cost of installation to BPC and ongoing cost of emptying to the Hall)

- c) Application for vacant post of Tree Warden received from Ceri Evans; meeting set up with Will Jones, Engagement & Participation Officer for Wild East Devon
- d) To consider maintenance of flower beds at War Memorial after sad passing of Doreen Hayes
- e) Cllr John Bass has tendered his resignation; need to remove as signatory
- f) Clerk has been offered full time employment and will need to stand down
- g) To announce that the next meeting will be face-to-face, as Zoom meetings are no longer permitted by law

#### 11.0 PLANNING

- a) Applications, Appeals & Enforcement Actions
  - i None

#### 12.0 HIGHWAYS/FOOTPATHS

- a) Temporary Traffic Notice for Street (TTRO2140124) – replace joint box frame and cover in carriageway, 21-22 July
- b) Temporary Traffic Notice for road from Branscombe Cross to Northern Lane (TTRO2140160) for patching, 2-4 June

#### 13.0 CORRESPONDENCE

- a) None

#### 14.0 FINANCE

- a) Annual Review of Finances
- b) Cllr Powell added to mandate (have 5 signatories)
- c) Have put in VAT claim for £645.65
- d) Cheques to sign:
  - i Cheque 1076 - Reflex Medical G5 AED replacement pads (2 sets) - £108.00

#### 15.0 MATTERS FOR FUTURE AGENDA WITH PERMISSION FROM THE CHAIR

Date of next meeting: 3<sup>rd</sup> June 2021.

Close Meeting.



**Nicky A Langley**

Clerk to Branscombe Parish Council & Responsible Financial Officer

Dated: 2<sup>nd</sup> May 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.