

BRANSCOMBE PARISH COUNCIL

Year Ending: 31st March 2022

c/o Higher House, Branscombe, EX12 3BH

01297 680364 / 07903 080411

Email: clerk@branscombe.eastdevon.gov.uk

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

MINUTES OF THE BRANSCOMBE PARISH COUNCIL MEETING held online via ZOOM platform on **THURSDAY 15th April 2021 at 19.00hrs**

PRESENT: Cllrs Fastnedge (Chair), Cox, Evans, Lambert, Pegler, Pike, Powell and White, and Cllr Shaw (DCC)

MEMBERS OF PUBLIC: None

PRESS: None

CLERK IN ATTENDANCE: Nicky Langley

- 1) APOLOGIES: Beth Salter (PC 7114) and Rob Skinner (NT).
- 2) PUBLIC SPEAKING: None.
- 3) ONE MINUTE SILENCE: Held to mark the passing of the Duke of Edinburgh on 9 April 2021
- 4) MINUTES OF PREVIOUS MEETING: Parish Council meeting held on 18th March 2021, 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.
- 5) DECLARATION OF INTEREST: None.
- 6) ORGANISATIONS' REPORTS:
 - a) Police: report received and previously circulated.
 - b) National Trust: Apologies received.
- 7) REPRESENTATIVES' REPORTS:
 - a) Cllr Shaw, DCC: report received and previously circulated. Cllr Shaw mentioned some items in his report and also the date announced for the hearing of the Lawyers in Local Government court application regarding remote meetings, being held 21 April 2021.
 - b) Cllr Pook, EDDC: No report received.
 - c) Village Hall: A meeting was held yesterday; there are plans for a new cricket pavilion.
- 8) MATTERS ARISING:
 - a) Parish Emergency Plan – Will be printed when Seaton Print reopens.
 - b) Website Accessibility – Website launched; Chair thanked the Clerk for getting the work done single-handedly.
 - c) St Winifred's churchyard maintenance – A further donation to be reconsidered later in the year.
 - d) Gift to Exeter Hospital staff – Cllr Powell made a contact in RD&E Charity Department who will assist with selling raffle tickets for a prize put forward by the Council. Chair

proposed a donation be made by the Council of £500.00 to the RD&E, seconded by Cllr Pegler; seven in favour, one abstention. Cllr Powell's proposal is for a £400.00 voucher to be spent on accommodation in the village, and ten £10.00 vouchers to be used at a deli local to the RD&E, seconded by Cllr Pegler; seven in favour, one abstention.

- e) Annual Meeting & Annual Parish Meeting – Clerk has invited reports from relevant organisations in the village; she will send out reminders to those who have not yet replied. Chair asked the Clerk to go over the Zoom protocol with attendees at the start of the Annual Meeting.
- f) Parish Pathways agreement – Clerk will ask other Parishes if they have taken up the EDDC offer with respect to this and have any feedback.
- g) Leaflet for Village Welcome Pack – The leaflet prepared by the Clerk for new arrivals was approved by Council; proposed by Chair, seconded by Cllr Powell, all in favour.
- h) Council decision making from 7 May – Chair noted that the situation with regards to meeting indoors remains fluid, and the Council will wait until the May meeting to decide whether to meet face-to-face in June or not. A risk assessment will be required if meeting face-to-face.
- i) Operation Forth Bridge – both village flag poles were at half-mast very shortly after the announcement of the passing of the Duke of Edinburgh; no further action is planned.

9) PLANNING

- a) Parish Planning Update – Noted.
- b) Applications, Appeals & Enforcement Actions – None.

10) HIGHWAYS/FOOTPATHS

- a) Culvert by Village Hall – The culvert was dug out by DCC on 9 April 2021 and Steve Kelly thanked; we are still awaiting a response from DCC on replacing the grating.
- b) DCC “Doing What Matters” project – there has been no update from DCC but parts of some major roads in the village have recently been resurfaced.
- c) Road Wardens – Viafix materials was received from Start Traffic on 14 April 2021 and the Road Wardens can recommence work.
- d) Weston Hamlet and Branscombe Village signs – DCC have produced an estimate and the Chair proposed that the approximate cost of £800.00 be approved by Council seconded by Cllr Powell, all in favour.
- e) Restricted width signs for Northern Lane – received with item c) above. These must now be installed.
- f) Branscombe signs on main / village roads – DCC had not responded to our request, but some signs have already been corrected by them.
- g) Temporary Traffic Notice TTRO2139653 for pole replacement – noted.

11) 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). Other dates are noted in the Finance section.
- b) Request to support dog bin at Village Hall (installation and maintenance cost to Hall) – Clerk to ask Cllr Pook if the EDDC policy has changed in allowing dog waste to be put in black bins, and to seek a formal proposal from the Village Hall Trust.

- c) Online survey for Community Risk Management Plan for Devon and Somerset Fire and Rescue Service – Chair asked that the survey be circulated in the Parish Newsletter.

12) FINANCE

a) Finance Update 2020/21:	Total receipts for year	£ 10,313.91
	Total payments for year	£ 11,620.15
	Difference	£ (1,306.24)
	Current balance	£ 22,495.09

b) Annual Governance and Accountability Return (AGAR):

- i Appoint internal auditor for financial year 2020 – 2021: Graham Walford-Howell will be asked (once again) to audit the Council’s accounts; proposed by Chair and seconded by Cllr Cox, all in favour.
 - 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 – Clerk prepared a draft annual report and previously circulated it. Some comments have already been received and incorporated.
- d) Update on internet banking: no response yet from NatWest on mandate.
- e) Payments approved and cheques will be circulated for signature.

13) MATTERS FOR FUTURE AGENDA WITH PERMISSION FROM THE CHAIR

- a) Cllr Cox mentioned that some work at Blue Ball cottages appeared to go beyond the planning permission awarded. Cllr Powell was able to give some explanation but Chair mentioned that if there was any concern, he had personally been advised to raise it as an individual with EDDC Planning for action. Cllr Cox noted this.

The next meeting will be 6th May 2021.

Meeting closed at 20.10 hrs.

Signed..... Date