

# BRANSCOMBE PARISH COUNCIL

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

c/o Higher House, Branscombe, EX12 3BH

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**BRANSCOMBE PARISH COUNCIL MEETING to be held at BRANOC HALL on:**

**3<sup>rd</sup> June 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.

## AGENDA

- 1.0 APOLOGIES: To receive apologies and to approve reasons for absence
- 2.0 PUBLIC SPEAKING
- 3.0 TO CONSIDER MINUTES OF PREVIOUS MEETING: Dated 6<sup>th</sup> May 2021. *All outstanding Minutes to be signed at this meeting.*
- 4.0 DECLARATION OF INTEREST: Of personal/prejudicial interests in agenda items and their nature
- 5.0 ORGANISATIONS' REPORTS:
  - a) Police
  - b) National Trust
- 6.0 REPRESENTATIVES' REPORTS:
  - a) Cllr Hartnell, DCC
  - b) Cllr Pook, EDDC
  - c) Village Hall
- 7.0 MATTERS ARISING:
  - a) Councillor Vacancy – to vote on the vacant position of Branscombe Parish Councillor
  - b) New Councillor – (if elected) to sign Declaration of Office and complete Register of Interests
  - c) COVID-19 Risk Assessment – to report on current mitigations for COVID-19, thus permitting face-to-face meetings
  - d) St Winifred's churchyard maintenance – to consider further support in 2021/2022
  - e) Gift to staff at Exeter Hospital – update on proposal of thanks
  - f) Dog bin at Village Hall – Village Hall is now progressing with EDDC

- g) Other bins in village – larger bin requested at bus stop, other bins have not been emptied, awaiting report on condition
- h) Parking issues at Parkfield Terrace
- i) Coronation Gardens – Cllr Powell to report on condition of stairs, garden and bench
- j) Parish Council AED – now registered with The Circuit, the National Defibrillator Network instead of SWAST. Monthly reports no longer required
- k) To approve the annual purchase of hanging baskets for the Village Hall

## 8.0 PLANNING

- a) Parish Planning Update – as attached to Agenda
- b) Applications, Appeals & Enforcement Actions
  - i) 21/1245/FUL Erection of car port with storage barn and log storage - Hole Mill Branscombe Seaton EX12 3BX (*not notified by EDDC in time to comment*)

## 9.0 HIGHWAYS/FOOTPATHS

- a) Culvert by Village Hall – awaiting grate
- b) DCC “Doing What Matters” project – update
- c) Road Wardens – signs and materials received from DCC grant (including restricted width signs for Northern Lane) and awaiting installation
- d) Weston Hamlet and Branscombe Village signs; DCC responded with design, location and cost of £250 and £550 respectively; cannot be ordered until end May
- e) Branscombe signs on main / village roads – requested information from DCC to address / repair broken signs

## 10.0 GENERAL CORRESPONDENCE (as previously circulated)

- a) To agree a date and audience for Airband presentation on fibre upgrade

## 11.0 FINANCE

- a) Finance Update 2020/21:
 

Total receipts for year	£ 3,925.15
Total payments for year	£ 1,267.55
Difference	£ 2,657.60
Current balance	£ 25,192.69
- b) Annual Governance and Accountability Return (AGAR) Timetable:
  - i) Approve draft account and Sections 1 and 2 of the 2020/21 AGAR, sign AGAR and exemption certificate by 30 June 2021 (*Chair & Clerk to sign*)
  - ii) Return AGAR to PK Littlejohn by 2 July 2021 (*Clerk*)
  - iii) Set 30 working days for exercise of public rights, to include first 10 days in July (*Chair to sign*)
  - iv) Publish the approved Sections 1 and 2 of the 2020/21 AGAR by 30 Sept 2021
- c) Update on internet banking: progressed application however online Business Banking Request does not have two-to-sign capability
- d) To consider payments, including:
  - i) Cheque No. 1077 Thomas Westcott (payroll) - £300.00
  - ii) Cheque No. 1078 Bon Gout Deli (raffle prize) - £100.00
  - iii) Cheque No. 1079 Hanging Baskets for Village Hall - tbc

iv Cheque No. 1080 Village Hall Meetings (balance to end of year) - tbc

12.0 MATTERS FOR FUTURE AGENDA WITH PERMISSION FROM THE CHAIR

Date of next meeting: 1<sup>st</sup> July 2021.

Close Meeting.



**Nicky A Langley**

Clerk to Branscombe Parish Council & Responsible Financial Officer

Dated: 30<sup>th</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.