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MINUTES OF THE BRANSCOMBE PARISH COUNCIL ANNUAL MEETING held in Branoc Hall, Branscombe on Thursday 12th May 2022 at 1930hrs

Present	Cllr Fastnedge (Chair), Evans, Lambert, Pellatt, Pegler, Pike, Powell and White
Members of the Public/Press	Mr J Bass
Clerk in attendance	Adrienne Long

22/062	<p>Welcome</p> <p>The Chairman welcomed everyone to the Meeting and then asked the Deputy Chairman (Cllr Pegler) to conduct the next item of business.</p>
22/063	<p>Election of the Chairman</p> <p>Cllr White proposed that Cllr Fastnedge should be elected as the Chairman of the Council for 2022/23; seconded by Cllr Powell; and all in favour. Cllr White wished to thank the Chairman for all his work during the past year.</p> <p>Cllr Fastnedge agreed to serve as Chairman for one further year only and signed the Declaration of Office.</p>
22/064	<p>Election of the Vice-Chairman</p> <p>The Chairman proposed that Cllr Pegler should be elected as the Deputy Chairman of the Council for 2022/23; seconded by Cllr Powell; and all in favour.</p> <p>Cllr Pegler agreed to serve as the Deputy Chairman for one more year only and signed the Declaration of Office.</p>
22/065	<p>Apologies</p> <p>Apologies were received from Cllr Cox, Cllr Pook (EDDC), S Parfett (Devon & Cornwall Police) and R Skinner (National Trust).</p>
22/066	<p>Public Question Time</p> <p>Mr J Bass informed the Council that the monthly 'Cake and Chat' afternoons that he had set up in 2020 had proved very popular and were of value to a number of people, but the initiative now required some funding to be able to continue its operation. It was agreed that the Council could consider this request under its grant funding policy and asked Mr Bass to make a formal request for consideration at the Council's June meeting. (<i>Action: Clerk</i>)</p>
22/067	<p>Declarations of Interests</p> <p>None declared.</p>
22/068	<p>Minutes</p> <p>The Minutes of the Parish Council Meeting held on 7th April 2022 (and previously circulated) were approved by the Council and signed by the Chair as a true record.</p>

22/069	<p>Matters Arising The Chairman reported that EDDC had now confirmed that the waste bin near the Village Hall will be replaced with a large 90lt bin. This will be sited on a concrete base on the grass, due to the presence of utilities under the pavement area. The bin will be emptied under the existing EDDC contract with Suez.</p>
22/070	<p>External Reports (Devon County Council) Cllr Hartnell presented his Annual Report as the Devon County Councillor for the Seaton and Colyton area. (A copy of the report is included in the Branscombe Annual Parish Meeting Organisations’ Reports 2021-22).</p> <p>Cllr Hartnell also offered to assist with District Council matters when Cllr Pook steps down in June and through to the next elections in May 2023.</p> <p>The Chairman raised the issues of the large hole that had recently appeared in the road near the Fountains Head which was potentially very dangerous and the overflowing waste bin near the Church. Cllr Hartnell agreed to follow up both issues as a priority.</p>
22/071	<p>Review and Confirmation of Representatives and Working Groups It was agreed that all responsibilities should remain as follows:</p> <p>Village Hall Representative: Cllr Pike Road Wardens: Cllrs Cox, Powell and White BPC Emergency Response Team: All Councillors led by the Chairman.</p>
22/072	<p>Confirmation of Bank Signatories It was agreed that current bank signatories should remain as follows: Cllrs Cox, Lambert, Pike, Powell and White.</p>
22/073	<p>Annual Review and Adoption of BPC Policies and Documents The following policies and documents were adopted:</p> <ol style="list-style-type: none"> 1. Asset Register 2. Data Protection Policy and Privacy Notice 3. Website Accessibility Notice 4. BPC Emergency Plan <p>It was also agreed that the BPC Emergency Plan should be reviewed post pandemic and updated as required. (<i>Action: Cllrs Cox and Pegler</i>).</p>
22/074	<p>Planning Application 22/0645/OUT – Littlecombe Shoot Beach Huts, Branscombe Footpath 9A, Branscombe, Devon. Construction of dwelling (outline application with all matters reserved).</p> <p>Cllr White declared an ‘interest’ in this application and therefore left the room.</p> <p>Councillors expressed their concerns with the proposed construction which it was felt was completely out of character with the surrounding area. There were also concerns with the instability of the cliff in that area and the lack of any main services to dwellings there.</p>

	<p>Cllr Pellatt proposed that the Council should object to this application on the grounds of inappropriate development on the Jurassic Heritage Coast and within the East Devon AONB; seconded by the Chairman; and all in favour. Cllr Pellatt agreed to draft the Council's full response for the Clerk. <i>(Action: Cllr Pellatt)</i>.</p> <p>Cllr White returned to the meeting.</p>
22/075	<p>Queen's Platinum Jubilee Celebrations (2nd - 5th June 2022)</p> <p>1. Jubilee Plaques Cllr Powell proposed and all agreed that a small brass plaque should be purchased for one of the new benches to mark the Queen's Platinum Jubilee. (The inscription on the plaque to read 'Queen Elizabeth II Platinum Jubilee 2022'). <i>(Action: Cllr Powell)</i></p> <p>The Clerk reported that she had not heard anything further from EDDC re the plaque for the Oak sapling and would therefore follow this up, so that this 'plaque laying' could be included in the Jubilee weekend events. <i>(Action: Clerk)</i></p> <p>2. Jubilee Band The Clerk reported that the cost of the Band for the Jubilee Dance was £500. The Village Hall had already paid a £100 deposit and the balance of £400.00 was payable on the night of the dance. The Chairman proposed that the Council should contribute £400.00 towards the cost of the Band; Cllr White seconded; and all in favour. It was further agreed that the Village Hall should be asked to invoice the Council for this amount. <i>(Action: Clerk)</i>.</p> <p>3. Jubilee Mugs and Hanging Baskets The Clerk reported that Cllr Cox had confirmed the final cost of the Jubilee mugs at £4.00 per mug. 70 mugs had been ordered at a total cost of £280.00. The Branscombe Project will contribute £140.00, leaving the Council to fund the balance (£140.00). <i>(Action: Cllr Cox/Clerk)</i></p> <p>Cllr Cox had also received a request for the Council to fund the cost of 4 hanging baskets for the Village Hall at an approximate cost of £70 – 80. The Chairman proposed that the Council should fund £70.00 for the hanging baskets; Cllr Powell seconded; and all in favour. <i>(Action: Cllr Cox/Clerk)</i></p>
22/076	<p>Parish Notice Boards The Clerk reported that the 3 parish notice boards now required some thorough cleaning and repair (particularly the notice board near the Fountain Head).</p> <p>The Clerk also advised the Council that it was not necessary to place copies of meeting agendas on the notice boards every month, provided that the documents are available on the Council's website and that there is a list of all meeting dates on the parish notice boards with information on where to find copies of the agendas.</p> <p>It was agreed that a list of meeting dates should replace copies of monthly agendas and that the space in parish notice boards could be offered to other organisations, for example to St Winifred's Church to display their list of services or other events. <i>(Action: Clerk)</i></p>

	<p>As the Clerk does not live locally, it was also suggested and agreed that the following Councillors should take responsibility for the noticeboards in their area, ensuring that the boards are kept clean and tidy, and placing and removing notices and posters as required:</p> <p>Cllr Evans: Notice Board in Weston Cllr Powell: Notice Board near the Fountain's Head Cllr Pike: Notice board near the Mason's Arms</p> <p>The Chairman advised that another village resident had a key to the notice boards but that he would order 4 additional keys.</p> <p><i>(Action: Cllr Evans, Cllr Powell, Cllr Pike and Chairman)</i></p>																																
<p>22/077</p> <p>1.</p> <p>2.</p>	<p>Finance</p> <p>Final Position at Year End (31.03.2022)</p> <p>The final financial position at year end (31.03.2022) was noted.</p> <table border="1" data-bbox="379 922 1045 1144"> <tr> <td>Total receipts for year (Includes £563.12 of CIL monies)</td> <td>£9,058.68</td> </tr> <tr> <td>Total payments for year</td> <td>£11,420.79</td> </tr> <tr> <td>Difference</td> <td>-£2,362.11</td> </tr> <tr> <td>Current Balance</td> <td>£20,172.98</td> </tr> </table> <p>Payments</p> <p>The following payments were approved and cheques signed:</p> <table border="1" data-bbox="379 1323 1348 1939"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Goods/Services</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1103</td> <td>Clerk</td> <td>Salary & Expenses (March 2022)</td> <td>236.59</td> </tr> <tr> <td>1104</td> <td>Former Clerk</td> <td>Backdated pay award</td> <td>£17.64</td> </tr> <tr> <td>1105</td> <td>Clerk</td> <td>Salary & Expenses (April 2022)</td> <td>305.63</td> </tr> <tr> <td>1106</td> <td>Clerk</td> <td>Reimbursement for payments made on behalf of the Council</td> <td>£480.14</td> </tr> <tr> <td>1107</td> <td>Thomas Westcott</td> <td>Annual payroll services to April 2022</td> <td>£408.00</td> </tr> </tbody> </table>	Total receipts for year (Includes £563.12 of CIL monies)	£9,058.68	Total payments for year	£11,420.79	Difference	-£2,362.11	Current Balance	£20,172.98	Cheque	Payee	Goods/Services	Amount	1103	Clerk	Salary & Expenses (March 2022)	236.59	1104	Former Clerk	Backdated pay award	£17.64	1105	Clerk	Salary & Expenses (April 2022)	305.63	1106	Clerk	Reimbursement for payments made on behalf of the Council	£480.14	1107	Thomas Westcott	Annual payroll services to April 2022	£408.00
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22/078	<p>Correspondence Received The correspondence received and circulated during April was noted.</p>
22/079	<p>Councillors' Reports and Items for Next Agenda Cllr Powell reported that the work on Coronation Gardens was nearly completed with thanks to Cllrs Pike and White, and to Malcolm Somers. Cllr Powell asked that the Council should consider purchasing a voucher for Mr Somers as thanks for all his work. (<i>Next Agenda</i>).</p>
22/080	<p>Date of Next Meeting Thursday 9th June at 1930hrs.</p>
<p>The meeting closed at 2055hrs.</p>	

Signed	Dated
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