

# Cotleigh Parish Council

**Minutes of the Annual Cotleigh Parish Council Meeting held via zoom at 7.00pm on Thursday 6<sup>th</sup> May 2021**

**21/05/1 Election of Chairman:** Cllr Henley proposed Cllr Young and this was seconded by Cllr Broom. All voted in favour.

**21/05/2 Declaration of Acceptance of Office:** This will be signed by Cllr Young.

**21/05/3 Election of Vice Chairman:** Cllr Henley was proposed by Cllr Young and seconded by Cllr Carter. All voted in favour.

**Present:** Cllrs: Nigel Young (Chair), Bob Carter, Martyn Broom, Chris Henley (Vice Chair), David Key (Ward Councillor), Colin Brown (Ward Councillor) and Kerry Kennell (Clerk)

**21/05/4 Apologies:** Cllr S George

**21/05/5 Declarations of Interest on Agenda Items:** No interests were declared.

**21/05/6 Minutes:** The minutes of 10<sup>th</sup> March 2021 were reviewed. They were amended to say: DCC Highways Officer is Dave Ashford; The culvert that is damaged and with the temporary road sign is near Cotleigh Court, not in Northampton Lane; The condition of the road surface in Northampton Lane is still poor despite the minor repairs by DCC Highways. This is compounded by washout in the area of the Northampton culvert / bridge where the highway drainage system is again blocked. Following these changes the minutes were signed as a true record of the meeting.

**Meeting suspended for comments and questions to be received from the public.**  
No items were raised.

**21/05/7 Matters raised by the Chairman:** An email is being sent to Dave Ashford regarding ongoing concerns with Highways issues within the parish. Cllr Young spoke to Dave Ashford regarding the introduction of speed limit outside of Rye Park. For this to happen the Parish Council must prove that speeding is occurring and then make an application to Highways. It is possible for the Parish Council to put a sign on the verge which is privately owned. It was agreed that the Parish Council will request that Highways move the warning children triangle sign from its current location approximately 200 yards down the road and also paint SLOW on the road. These requests will be added to the email being sent to Dave Ashford. A parking bollard was put in the road by Farriers. This has been removed and a resident will apply for a Disabled Parking Bay to Highways. It is hoped this will resolve the problem.

**21/05/8 Councillors' Reports:** Cllr Henley and Cllr Broom will identify the areas with poor drainage in the parish before the Autumn. Cllr Henley raised that the anti-slip surface on the bridge on Bridleway 18 has not been completed so he will chase it up. He also reported that FP31 in Stockland Parish requires some work. Cllr Key will raise this with Stockland Parish Council.

**21/05/9 District and County Councillors' Reports:** Cllrs Key and Brown reported that there has not been very much happening at EDDC because of COVID, the death of HRH The Duke of Edinburgh and the elections. The next full council meeting of EDDC will be held at Westpoint to accommodate all the councillors face to face.

**21/05/10 Community Police Officer's Report:** No police report received.

**21/05/11 Clerks Report:** The clerk had nothing to report.

**21/05/12 Audit 2020/21**

- a. Certificate of Exemption – it was agreed that as there are no changes to the income of the parish council a Certificate of Exemption would be completed.
- b. Annual Internal Report 2020/21 was reviewed.
- c. Annual Governance Statement 2020/21 was completed and approved.
- d. Accounting Statements 2020/21 were reviewed and approved.

**21/05/13 Finance Report & Accounts Paid** The balance of the account is £13,206.40.

The following payments were agreed:

Cheque number 200004 £152.62 Community First Insurance

Cheque number 200005 £ 55.40 DALC Membership

**21/05/14 Business remaining from previous meetings:**

- a. Neighbourhood Plan – it was agreed that this will be carried forward until the lockdown restrictions regarding meeting indoors are lifted. Cllr Young has spoken with the parishioner who suggested that the Parish Council revisit the need for a Neighbourhood Plan to provide them with an update.
- b. Village contact sheet – this is being worked on by Cllr Henley.
- c. Website – Cllr Young has spoken to the parishioner who raised concerns regarding the current website. The clerk has contacted DALC who cannot make any recommendations regarding website providers. The clerk has found information on local websites which she will circulate to the council. Cllr Brown will provide details of who designs Monkton Village Website. It is possible that an application could be made to the Locality fund toward the upgrade of the website.

**21/05/15 Correspondence:** No items received.

**21/05/16 The date of the next meeting was confirmed:**

Wednesday 14<sup>th</sup> July 2021 at 7.30pm at Cotleigh Village Hall

The meeting ended at 7.35pm.