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| **WEST AND EAST PUTFORD PARISH COUNCIL**  PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING, BARNSTAPLE, DEVON. EX31 4TG.  TEL: 01598 710526. E-MAIL: sue@suesquire.com  CHAIRMAN: COUNCILLOR MRS L DRAKE, The Cottage, Common Moor, East Putford, Holsworthy, Devon, EX22 7XP. TEL: 01409 241005 | |
| **TO ALL COUNCILLORS:**  You are hereby summoned to a Parish Council Meeting on **Tuesday, 21 February 2017 in Bradworthy Primary Academy** at 7.30pm. The Agenda is detailed below.  Sue Squire, Parish Clerk. 15 February 2017 | |
| **No.** | **Item** |
| 1. | **Items raised by members of the public.** *It should be noted that representations by members of the public are permitted for a maximum of 3 minutes.* |
| 2. | **Co-option of Parish Councillor.** At the time of preparing the Agenda, no letters of application had been received. |
| 3. | **Apologies.** |
| 4. | **Declarations of Interest.** |
| 5. | **Approval of the Minutes of the Meeting held on 6 December 2016.** |
| 6. | **Reports:**  **6.1 Police.**  **6.2 County Councillor R Julian**  **6.3 District Councillor R Hicks**  **6.4 Meetings attended by Councillors / Clerk.** The Clerk attended a Cyber Security Training event in Exeter and a written Report has been circulated to Councillors who are online. |
| 7. | **Matters Arising.**  **7.1 Common Moor.** The Clerk has contacted the Parish Council’s insurers regarding insurance and the reply was given to Mr R Dixon of Natural England who raised a further query which has been investigated.  The Clerk has asked Mr Dixon to contact the commoners direct as he has the list which has been done.  Mr S Tomosso of Devon Wildlife Trust has enquired if it would be in order to commence cutting the firebreaks. A reply has been sent advising that a reply will be sent on the morning after the meeting after Councillors have had the opportunity to discuss the insurance aspect and are completely satisfied with the correspondence since the last meeting.  **7.2 Parish Council Website.** To note that Councillor Thomas has constructed the website which is up and running – www.putford.co.uk  To further note that Councillor Thomas has purchased a laptop and drawn up a rental agreement when it is loaned to parishioners.  **7.3 Return of Parish documents to be held by Bradworthy History Society.** To note the Clerk has enquired the position from Mrs Cooksley. She has met Councillor Thomas to explain the details and he give the information at the meeting. |
| 8. | **Planning and Planning Correspondence.**  **8.1 Applications: To consider the following:**   * **Planning Application 1/1075/2016/FUL – Porch over front door of park home – 1 Powlers Piece Park, Putford.** * **1/0017/2017/CPL - Certificate or proposed lawful development application. This is not a Planning Application. Powlers Piece Park, Putford.**   **8.2 Planning Correspondence:** At the time of preparing the Agenda, there was no Planning Correspondence to consider. |
| 9. | **Finance.**  **9.1 Balances.** To be tabled at the Meeting.  **9.2 To authorise the following payments:**  **Mrs S Squire**  Salary (2 months) net of PAYE £166.74  Contribution towards broadband (2 months) £ 3.00  Photocopying £ 19.60  Shared contribution towards petrol expenses for Cyber Security  Training in Exeter £ 1.50  Postage £ 14.28 **£205.12**  **HMRC** PAYE **£ 40.60**  **Bradworthy Primary Academy** Donation towards hire of the school for meetings **£ 50.00**  **Councillor M Thomas** Hosting for website (£60.00) & purchase of laptop £300.00) **£380.00**  *This is the amount of the grant given by the Devon Association of Local Councils for this purpose.*  **Three Villages Heritage Festival** Donation **£200.00**  **9.3 Lloyds Bank.**   * **Text Alerts.** Confirmation is awaited that this system has been put in place. * **Internet Banking.** The Clerk has taken evidence of ID into the bank so that this can progress. * **Additional signatories to the Treasurers Account.** Councillors Bond, Cornish, Moulder and Wooldridge to confirm they have visited the Branch with their identification so that the Bank’s system can be amended. * **Key Account Party.** The Clerk has reminded the Bank that a reply is awaited.   **9.4 Parish Precept.** To note that the relevant forms were completed and returned to TDC well ahead of the deadline date. |
| 10. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.**  **10.1 Grit Salt.** Councillor Pomeroy to confirm that a supply has been delivered.  **10.2 Bradworthy Parish Council.** Letter of support requested in connection with a proposed night landing site for the Devon Air Ambulance. This has been sent.  **10.3 TDC.** Waste and Recycling Service Proposals. Details have been sent to Councillors.  **10.4 Local Government Boundary Commission for England.** To note the final recommendations following an electoral review of Torridge.  **10.5 Holsworthy Rural Community Transport.** Request for any surplus TAP (Town and Parish) money to be given to the organization. West Putford has £272 and East Putford £233. The deadline date for this to be spent is 28/2/17.5  **10.6 Forestry Commission.** Details of the Hartland Forest Plan. Details have been sent to Councillors.  **10.7 TDC/NDC.** Call for potential traveler sites; consultation on the draft Traveller Site Assessment Methodology; and Consultation on draft North Devon and Torridge Community Infrastructure Levy Charging Schedules and Regulation 123 Lists. The document can be viewed through http://consult.torridge.gov.uk/ and the deadline date is 24/2/17.  **10.8 TDC.** Standards Committee & Code of Conduct. Details have been forwarded to Councillors. |
| 11. | **Matters raised by Councillors /Clerk.** |
| 12. | **Date of next Meeting:** Tuesday, 18 April 2017 at 7.30pm in Bradworthy Primary Academy. |