**Minutes of West & East Putford Parish Council Meeting held on Tuesday, 18 October 2016 in Bradworthy Primary Academy at 7.30pm.**

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| **Chaired by: Councillor Mrs L Drake** | **Clerked by: Sue Squire** |
| **Present: Councillors****A Bewes****P Bond****M Cornish****Mrs L Drake****Mrs P Geen****Mrs M Lewis****J Jessel****N Moulder****D Pomeroy****M Thomas****J Wooldridge****Members of the public** | **Agenda: -**Talk by a representative from Devon Communities Together on a Parish PlanItems raised by members of the publicApologiesDeclarations of InterestApproval of the Minutes of 13 September 2016 ReportsMatters ArisingPlanning & Planning CorrespondenceFinanceCorrespondence / Notices & Publications ReceivedMatters raised by Councillors / ClerkDate of next meeting |
|   |  |  **Action:** |
|  | **A talk was given by Aggie Spindza, a representative from Devon Communities Together on a Parish Plan.**She explained her role and explained a community led plan. It is the result of a consultation exercise that is led by and carried out by the community itself. It is a unique opportunity for a community to look at its own concerns and interest.It is a chance for the community to have its say about the issues that concern it, the way it wants to stay.In rural Parishes, community led plans are called Parish Plans. The value of a Parish Plan is that it provides a picture to fit the community. It lets the community see what is good, what is not so good. It enables a community to find for itself what it values and wantsMany Parishes have been through the process and will willingly share their experiences.A steering group should be set up and community consultation commenced. These should be open events with local people from Parishes being invited to have their say, to raise issues and challenge, how they would like to see the Parish in 5 – 10 years time.There would be a survey with different questions around topics such as IT, traffic, housing. The surveys are then collected and analysed. Based on the outcome, the people that are steering group draft the Parish Plan. It does not have to be a long document, but basic and simple, covering the issues raised. An example was shown.Working groups are then set up to deal with issues on a high, medium and low priority and a time frame of when it should be dealt with. The Parish Plan should then be published and distributed. It can be a small leaflet so that people can see the results, what the priorities are and who will be solving them. A review date should be agreed.It is a live document and a community led exercise. Devon Communities Together can help the process from beginning to end and this would involve assistance with the steering group, consultation, drafting and analysing the questionnaire. West and East Putford are not large Parishes and it should not take a great deal of time. Question: Is the help free?Answer: Some free days are available and there is funding available from TDC and DCC. A Neighbourhood Plan is only about housing and development needs. Question: Who does the Plan go to?Answer: To the Parish Council and TDC. Any issues related to their roles would be discussed with them and how they will help solve it. A Parish Plan can give a high level of evidence to show that issues exist in the survey consultation.Question: How often should it be renewed?Answer: It depends on the size of the community and the number of action points but the general review time is every 3 – 5 years. It can be done online and via Facebook. Good volunteers are needed to ensure it is a success. The whole exercise should involve all service providers. |  |
| 29. | **Items raised by members of the Public.** None. |  |
| 30. | **Apologies.** Councillor M Cornish, County Councillor R Julian, PCSO R Rowe.  |  |
| 31. | **Declarations of Interest.** None. |  |
| 32. | **Approval of the Minutes of the Meeting held on 13 September 2016.****Approved and signed as a correct record.**   |  |
| 33. | **Reports.****33.1 Police.** When sending her apologies, PCSO Rowe advised as follows:**Holsworthy Rural Policing Update: 01/08/16 – 29/09/16.** The following incidents have occurred:* **Thornbury –** 2 x Criminal damages to wrapped bales stored near roadside.
* **Bridgerule –** 1 x Theft of CCTV cameras; 1 x Burglary; 1 x Taking vehicle without owners consent
* **Halwill** – 1 x Criminal damage to padlock
* **Chilsworthy** – 1 x Possession of cannabis (personal use)
* **Broadwoodwidger** – 1 x Theft of sheep; 1 x Theft of Car park ticket machine
* **Ashwater** – 1 x Dog worrying Livestock
* **Bradworthy** – 1 x Theft of garden ornament; 1x cause unnecessary suffering to a horse
* **Putford** – 1 x Burglary; 1 x Theft from motor vehicle
* **Clawton** – 1 x Burglary

 Councillor Jessel suggested raising theft from vehicles parked at the Forestry Commission car park when the Police are next in attendance. **33.2 County Councillor R Julian.** The following report was received when apologies were sent due attendance at two other meetings:Thank you kindly for the email and copies (relating to reminders to DCC Highways for replies to letters)All the highways issues discussed at the last meeting are in order and just to reiterate, I am hoping to most of the urgent work done before Christmas. Highways are busy working through their schedule and I cannot interfere with their pre-arranged actions.As to the media, this was not my call and I can not control what the Chairman of the Parish promises will happen. As you are aware, the Highway contract was been taken over on 1 October and there will probably be a hand over period. When I have more news, I will certainly pass it on. Please let me know if there are any other issues.Councillor Mrs Lewis advised that the road is to be closed the following week for the work to be done. **33.3 District Councillor R Hicks.** Not present.**33.4 Councillor Mrs P Geen – MCTI Meeting.** * Inequality of policing across urban, rural and coastal area. Under reporting in rural areas.
* Perforamnce of 101 service.
* Police and Crime Plan due to be published December 2016 and will include recruitment of more police officers.
* Closure of police station front desk temporarily halted pending review of polic e estate.
* More support for local businesses, e.g. fuel theft from petrol forecourts.
* Local policing promise i.e. what will be investigated and timescales.
* Reenergizing NW and speed watch community initiatives.

If we have any comments or suggestions for consideration as part of the plan, these can be emailed to Alison.hernandez@devonandcornwall.pnn.police.ukReport on the first year of the Long House Hospice in Holsworthy by Stephen Roberts, CEO and Claire Sherwood.* Over 100 people have benefitted from the Long House with 1,200 support sessions run.
* Close links are maintained with the community hospital and bed based care. Hospice has no beds.
* Costs 60K to keep the centre running over and above main funding sources.
* All welcome to visit by arrangement.

Councillor Jessel asked about internet fraud. Councillor Mrs Geen advised it was recognized it is an area that more Police needs to be deployed. Feedback had been received from the Police and Crime Commissioner clarifying the process on internet crime. The Clerk to enquire if PCSO Rowe had followed up the Farm Watch volunteer.  | Clerk |
| 34. | **Matters Arising.** **34.1 Parish Plan.** Following the talk earlier in the meeting, Councillors discussed the issue further.Councillor Thomas was willing to carry out some work towards it, subject to the Council being fully supportive. Councillors Mrs Geen and J Jessel were willing to help and prepare an action plan.**Councillor Moulder proposed that a Parish Plan is organised, seconded by Councillor Pomeroy. Unanimously agreed.** **34.2 Roads in the Parish.** Replies to two letters to Highways had still not been received and further reminders sent with no acknowledgement or response.A copy of the letter sent as a result of a report from a member of the public regarding two Lengthsmen had been forwarded to County Councillor Julian as requested.**34.3 Parish Council Website.** Councilor Thomas gave the current position and suggested that a grant funding application in connection with the Smaller Councils Transparency Code is submitted to Devon Association of Local Councils. He had access to the current website and was looking to launch a new website in the new year but more information was required.Previously a grant application in the sum of £30 was discussed for the domain name and hosting. The application form allowed for other items and Councillor Thomas suggested applying for more to enable a laptop to be purchased to enable use by the wider community especially those without access to a computer. **Councillor Thomas proposed applying for funding to include the purchase of a laptop. Seconded by Councillor Jessel and unanimously agreed.** **34.4 West Putford Notice Board.** Councillor Mrs Lewis advised that the matter was in hand. New wood was required to replace the current which had rotted. **34.5 Natural England.** The organisation had been contacted advising the Parish Council do not own Common Moor. The result of any survey had been requested and a reply received that a survey was not carried out. The fieldwork season has now ended which was for a year. The day before the meeting, an email from Natural England was received and circulated to Councillors as follows:I understand there’s a parish meeting tomorrow.  I wonder if you might be able to let the council know that we (Natural England) are looking at how we might get the Moor into some sort of management agreement?  As I’m sure you know, it is a Site of Special Scientific Interest, but its value to conservation is declining through lack of management.  From the survey in 2012, the reason for the decline is recorded as: For Unit 1 (the larger, south-western section, 44 ha),*Lack of management is leading to a reduction in species diversity, lack of heather in all stages of growth and minimal bare ground. Molinia dominates much of the site, suppressing less competitive species. Invertebrate assemblage: Fails on lack of bare, muddy ground, surface topography and very low cover of litter other than molinia*. For Unit 2 (the smaller, north-eastern section, 11 ha),*Fails on reduction of habitat by scrub encroachemnt, molinia domination, lack of heather in all growth stages, lack of bare ground.Invertebrate assemblage: Fails on Surfaces D (dense high layer ) and F (extensive scub) present in &gt;30% of SRS. Low cover of litter (other than Molinia) and lack of bare ground*. It is likely that Devon Wildlife Trust will be able help in some way, too – although just how much is uncertain.  I know they are keen to see the area improving from its nature conservation aspect.  What we’d like to see is the reintroduction of light grazing, with probably scrub control in places.  I’d hope that the re-introduction of management will enable the public to enjoy the Moor better, as much of it is pretty hard going at present.  I had wondered before about maintaining some sort of a route across the north-eastern section, away from the road, to provide better opportunities for walkers or riders. I’d be interested to hear of any thoughts or observations from the council, and would be happy to discuss the issues with anyone interested.Councillor Jessel advised he had spoken to Natural England conveying his feelings as a result of their communication. It is not official policy. Management of Common Moor is about land management, all land is constrained by geology and soil conditions and not all land is used for food production. Natural England are looking at the best use for the Common. It is an SSSi and there are various other benefits.Councillor Jessel felt the Parish Council should be positive as it is an asset for the Parish and should be prepared to make concessions for our own interest as we have responsibility for the wider world, not just the Parish. If nothing is done, it will be taken out of the Parish Council’s hands. A number of farmers had taken up environmental farming. Natural England have the responsibility for the area which is deteriorating.The local community does not have to be involved but they are and there is money available for the community, not just for people who have commoners rights but other farmers as well. Councillor Pomeroy felt that in theory the idea was good but could see a lot of problems with the practicalities. Councillor Mrs Drake recalled the last time Natural England attended a meeting, it was said they would burn a section at a time but this did not take place.Councillor Mrs Drake advised she was aware of the Moor, noting there was more heather and bees this year than there had ever been. She continued by saying that the willows are full of wildlife. There may be too much, but it has its use.Councillor Mrs Drake felt that fencing the Moor would be extreme and suggested burning but was concerned this would disturb the creatures on the Moor.The public footpath is maintained and there is nothing to say it cannot be walked. She concluded that we have got something so fantastic and was very loathe for people to come and say they are experts and perhaps damage more than they would do good.She asked that whatever is decided that it should be sure it is right for everyone, the fauna, wildlife, willow, it is all there for a reason. She personally would not like to see the Moor fenced which would make it difficult for animals to cross. There is a lot to consider, not just about humans and every creature that lives on the Moor. Councillor Jesel commented that he did not consider Councillor Mrs Drake knew what she was talking about but respected her feelings. He was happy to show his farming methods to her as he felt many of her fears were ill founded.Councillor Jessel advised he had taken representatives from Devon Wildlife Trust on the Moor.Councillor Pomeroy advised that nothing stays the same. The Clerk to draft a letter to Natural England and circulate to Councillors for approval.**34.6 Local Government Boundary Commission.** Councillors considered all the details of the two proposals, one from the Local Government Boundary Commission, the other from TDC who had suggested we become part of the Ward with Clovelly, Woolsery and Sutcombe.The Boundary Commission proposals was to include Putford with Monkleigh, Buckland Brewer, Abbots Bickington, Bulkworthy, Alwington, Landcross, Weare Gifford.Councillors noted that they never see the District Councillor and have no connections with Buckland Brewer and Sutcombe. To respond: **TDC know the local geography and Councillors prefer their proposal.**  | PGMTJJMTClerkClerkClerk |
| 35. | **Planning & Planning Correspondence.** There were no Planning Applications to consider.**35.1 Planning Correspondence.** **The following TDC Decision Notice was noted:****APPROVAL for 1/0765/2016/FUL –** extension to agricultural building to provide additional space for farm machinery – Fair View, West Putford.**35.3 North Devon & Torridge Local Plan 2011 – 2031 & Traveller Site Allocation DPD 2014 – 2031.****Consultation under the Planning & Compulsory Purchase Act 2004 (as amended), the Town & Country Planning (Local Planning) (England) Regulations 2012 and Regulation 13 of the Environmental Assessment of Plans and Programmes Regulations 2004.**Email circulated to Councillors advising that representations on the proposed main and minor modifications, the related Sustainability Appraisal Addendum and the North Devon Torridge Traveller Allocation DPD should be made during the period 15/9/16 to 27/10/16.Councillor Mrs Geen had attended a planning session where it had been advised there is an obligation for Councils to provide accommodation for travellers, a transit site, permanent and temporary. 9 spaces for permanent and 5 for transit sites. A consultant officer is identify sites.Wind energy. All amendments to the Policy to be incorporated in the document. If is not in a Neighbourhood Plan, that Parish would not have wind turbines**Councillor Mrs Geen proposed that this Council ratify these modifications. Seconded by Councillor Bewes and unanimously agreed.**  | Clerk |
| 36. | **Finance.****36.1 Balances.** **Lloyds Bank Treasurers Account as at 16/9/16: £3,977.60****36.2 The following payments were approved and authorised:****Mrs S Squire**  Salary (2 months) net of PAYE £166.74 Contribution towards broadband (2 months) £ 3.00 Photocopying £ 21.35 **£191.09** \* **HMRC** PAYE **£ 40.60 \*****\*** *A difference of 20p each way than as noted on the Agenda due to HMRC software calculations.***36.3 Lloyds Bank.*** **Text Alerts.** A form was completed for this to be progressed.
* **Internet Banking.** A form was completed for statements to be seen online on a ‘view only’ basis, with no transactions being able to be carried out. This is purely to facilitate the smooth running of the account.

**36.4 NS&I.** A form was completed and signed to allow all Councillors to be signatories. **36.5 TDC.** It was noted that the second tranche of the Precept amounting to £1,066.38 has been credited to the Treasurers Account.**36.6 2015/16 Audit.** It was noted that external auditors Grant Thornton had completed the audit. There was one comment made:The period for the exercise of public rights was more than the 30 working days as required by the Regulations.**36.7 Consultation: The 2017/18 Local Government Finance Settlement.** Councillors have been circulated with the details from the Devon Association of Local Councils. **Proposed by Councillor Bewes to reply that this Council does not support a 2% cap on Parish Councils on the grounds that due to the County Council not being able to provide the services it has in the past due to cuts, Parish Councils are having to be more resilient and take on these jobs. Seconded by Councillor Thomas and unanimously agreed.**  | Ch.No.301Ch.No.302ClerkClerkClerkClerk |
| 37. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.****37.1 County Councillor Julian.** Email confirming that Putford Bridge has been earmarked for repair.**37.2 County Councillor Julian.** Email giving details of Kenwith viaduct delays.**37.3 NHS. Your Future Care.** New Devon’s Success Regime Newsletter. This referred to hospitals in East Devon. It was understood that a consultation regarding North Devon District Hospital would be available in January 2017. **37.4 DCC Highways.** Details of a Devon Highways Parish & Town Council Conference.**37.5 TDC.** Email and leaflets regarding Self-Build in Torridge.**37.6 TDC.** The TAP (Town & Parish) Fund for 2016/17 is open to applications.**37.7 DCC.** Details of various road closures / patching work: 19-24 October from Venn Cross to Grove Cross, East Putford; 25-26 October; 9/1/17-13/1/17 – Churston Cross to Colscott Cross, West Putford.**37.8 TDC.** Letter enquiring if there are any rough sleepers so that the details can be included on a register. To reply that to Councillors knowledge, there are none.  | Clerk |
| 38. | **Matters raised by Councillors /Clerk.** **38.1 Vacancy on the Parish Council.** A by-election was not requested by parishioners. Co-option posters are on display in the notice boards. The Co-option to be an item on the December Meeting Agenda. | DecAgenda |
| 39. | **Date of next Meeting:** Tuesday, 6 December 2016 in Bradworthy Primary Academy at 7.30pm.This will be the budget setting meeting for 2017/18.There will be a talk from Mr J Nolan, Assistant Local Risk Manager of Devon & Somerset Fire and Rescue.The Clerk will be on annual leave from 4 – 13 November 2016 inclusive.The Meeting ended at 9.48pm. |  |
| **Summary of Decisions:** * **Minutes of 13 September 2016**
* **Proceed with Parish Plan**
* **Submit application form for funding in connection with a website and purchase of laptop**
* **Responses to Local Government Boundary Commission Consultation; North Devon & Torridge Local Plan Consultation; 2017/18 Local Government Finance Settlement.**
* **Payments**
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| **These Minutes are agreed by those present as being a true record.** |
| Signed:Chair of West & East Putford Parish Council: | Date: |