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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, 18 April 2017 in Bradworthy Primary Academy** at 7.30pm. The Agenda is detailed below.  Sue Squire, Parish Clerk. 11 April 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 21 February 2017.** |
| 6. | **Reports:**  **6.1 Police.**  **6.2 County Councillor R Julian**  **6.3 District Councillor R Hicks**  **6.4 Meetings attended by Councillors / Clerk.** |
| 7. | **Matters Arising.**  **7.1 Common Moor.** There has been numerous communications since the last meeting which will be reported on at the meeting.  Mr R Dixon (Natural England) and a colleague will be present to discuss and assist further.  Councillors to formally agree that the Clerk is the Parish Council’s administrator for the Countryside Stewardship of Common Moor.  **7.2 Parish Council Website.** Councillor Thomas to confirm he has prepared a rental agreement for the Parish Council laptop.  **7.3 Return of Parish documents to be held by Bradworthy History Society.** To note the Clerk has passed on the Parish Council’s reply to Mrs Cooksley. |
| 8. | **Planning and Planning Correspondence.**  **8.1 Applications: To consider the following:**   * **Planning Application 1/0245/2017/FUL – Conversion of redundant primary school to a single dwelling with ancillary living accommodation – West and East Putford Primary School, Putford.**   **8.2 Planning Correspondence:** To note the following TDC Decision Notice: APPROVAL for Application 1/1075/2016/FUL – porch over front door of park home – 1 Powlers Piece Park, Putford. |
| 9. | **Finance.**  **9.1 Balances.** To be tabled at the Meeting.  **9.2 To consider a request for a donation to the Putford Post for the purchase of a printer.**  **A letter of application has been received and a copy of the latest set of accounts is awaited to comply with the criteria laid down for Parish Council’s to follow.**  **9.3 To authorise the following payments:**  **Mrs S Squire**  Salary (2 months) net of PAYE £158.40  Countryside Stewardship Salary (overtime) £103.70  Contribution towards broadband (2 months) £ 3.00  Photocopying £ 26.80 **£291.90**  **HMRC** PAYE **£ 65.40**  **Devon Association of Local Councils** 2017/18 Subscription **£ 72.31**  **PSP Insurance and Financial Solutions** Public Liability Policy **£478.20**  **Putford Post** Donation **£TBA**  **9.4 TAP (Town and Parish) Fund.**  To note that the sum of £505.00 has been awarded as follows:  Three Villages Heritage Festival £200  Holsworthy Rural Community Transport £148.33  Fitness group equipment £156.67  **To authorise cheques as necessary in respect of the above.** |
| 10. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.**  **10.1 Kier.** Notification of road closure on the road from Wrangworthy Cross to Grove Cross, East Putford from 31/5/17 to 2/6/17for South West Water utility works.  **10.2 TDC.** Details of North Devon Coast AONB’s Small Grant Scheme now open for 2017. |
| 11. | **Matters raised by Councillors /Clerk.**  **11.1 Councillor Thomas.** Broadband. |
| 12. | **Date of next Meeting:** Tuesday, 16 May 2017 at 7.30pm in Bradworthy Primary Academy.  It will commence with the Annual Parish Meeting followed by the Annual Parish Council (AGM) Meeting. |