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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 the Annual Parish Council Meeting on **Tuesday, 16 May 2017 in Bradworthy Primary Academy** on the rising of the Annual Parish Meeting. The Agenda is detailed below.  Sue Squire, Parish Clerk. 16 May 2017 | |
| **No.** | **Item** |
| 1. | **Members to complete their Register of Business Interest Forms for 2017/18** |
| 2. | **Election of Chairman** |
| 3. | **Chairman to read and sign Declaration of Acceptance of Office** |
| 4. | **Election of Vice Chairman** |
| 5. | **Election of Area Advisory Group Representatives.**  Currently Councillor Mrs Geen as the Parish Council’s representative at MCTI (Market and Coastal Towns Initiative). |
| 6. | **To agree the Minutes and other correspondence is sent by email to Councillors with that facility.** |
| 7. | **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.* |
| 8. | **Co-option of Parish Councillor.** A letter expressing interest to be co-opted has been received. |
| 9. | **Apologies.** Councillors P Bond and M Cornish. |
| 10. | **Declarations of Interest.** |
| 11. | **Approval of the Minutes of the Meeting held on 18 April 2017.** |
| 12. | **Reports:**  **12.1 Police.**  **12.2 County Councillor T Inch**  **12.3 District Councillor R Hicks**  **12.4 Meetings attended by Councillors / Clerk.** |
| 13. | **Matters Arising.**  **13.1 Common Moor.** There had been numerous communications since the last meeting which will be reported on at the meeting.  The Clerk will advise that the Countryside Stewardship Higher Tier Application had been submitted to Natural England and had been acknowledged.  She will ask that a letter of commendation is sent by the Parish Council to Devon Wildlife Trust and Natural England for the valuable help given by Mr A Kearsey and Hannah Gibbons for their outstanding and exceptional assistance with the completion of the form and also for Mr R Dixon’s support with this.  With the help of the Devon Wildlife Trust, the Clerk is in the process of preparing a draft letter to be sent to the Commoners and this will be circulated to Councillors for approval.  In connection with the application, the Clerk has become a member of the Torridge Headwaters landowner group where a Facilitation Fund application has been submitted to Devon Wildlife Trust.  **13.2 Broadband.** To note that a letter has been sent to Open Reach asking for clarity on the present position and future plans.  **13.3 Sign at West Putford Hill Bridge.** Councillors to advise the outcome of speaking to parishioners on this subject.  **13.4 Three Villages Festival.** To receive further details on this event. |
| 14. | **Planning and Planning Correspondence.**  **14.1 To consider the following Application:**  **1/0354/2017/FUL – Conversion and extension of existing outbuilding to form an annexe – Little Thriverton, West Putford.**  **14.2 Planning Correspondence:** To note the following TDC Decision Notice: APPROVAL for Application 1/0017/2017/CPL – Certificate or proposed lawful development – 1 Powlers Piece Park, Putford. |
| 15. | **Data Protection.** The Clerk will suggest that the Parish Council is registered with the Information Commissioners Office. The cost for registration is £35.00. |
| 16. | **Finance.**  **16.1 Balances.** To be tabled at the Meeting.  **16.2 To authorise the following payments:**  **Mrs S Squire**  Salary (2 months) net of PAYE £166.74  Countryside Stewardship Salary (overtime) £ 106.50  Contribution towards broadband (2 months) £ 3.00  Photocopying £ 29.10  Postage £ 10.00 **£315.34**  **HMRC** PAYE **£ 68.40**  **Information Commissioners Office** Data Protection Registration **£ 35.00**  *Subject to Item 14 above.*  **16.3 To approve the accounts for the year ended 31 March 2017.**  **16.4 2017 Annual Return.**  **16.4.1 To approve Section 1 – Annual Governance Statement**  **16.4.2 To approve Section 2 – Accounting Statements**  **16.5 To approve the signature of the 2017 Statement of Internal Control.**  **16.6 To note that there was an excess of £1.40 which has been repaid to the Parish Council by Councillor Thomas in connection with the £380.00 grant from the Devon Association of Local Councils to assist with compliance in connection with the Smaller Authorities Transparency Code.**  **16.7 The Pensions Regular.** To note that the Government Gateway ID has been obtained in preparation for the declaration of compliance to be completed after the staging date of 1 July 2017 has passed.  **16.8 Putford Post.** Email of thanks for donation of £100 towards a new printer.  **16.9 Lloyds Bank.** Form for completion to progress internet banking on a view only basis.  **16.10 TDC.** To note that the first instalment of the 2017/18 Precept, amounting to £1,250.00 has been credited to the current account.  **16.11 PSP Insurance and Financial Solutions.** To note a payment receipt in respect of the Public Liability Policy in connection with Common Moor.  **16.12 VAT Reclaim.** To note that a reclaim has been submitted in the sum of £73.67 in respect of the period 01/04/15 – 31/03/17. |
| 17. | **Compliance.** The Clerk will suggest the adoption of Standing Orders and Financial Regulations based on the model document from the National Association of Local Councils which she has tailored to suit the Parish Council.  To review the following:   * Standing Orders * Financial Regulations * Freedom of Information Publication Scheme * General Risk Assessment * Equal Opportunity Policy * Complaints Procedure * Safeguarding Policy – new for this year   These documents will be sent to Councillors separately. |
| 18. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.** |
| 19. | **Matters raised by Councillors /Clerk.**  **19.1 Item requested by Councillor Cornish.** Mobile phone signal.  **19.2 Item requested by Councillor Thomas.** Parish Council Procedures. |
| 20. | **Date of next Meeting:** Tuesday, 20 September 2017 at 7.30pm in Bradworthy Primary Academy. |