

Minutes of the Annual Parish Council Meeting of West and East Putford Parish Council held on Tuesday, 16 May 2017 in Bradworthy Primary Academy on the rising of the Annual Parish Meeting.

Chaired by: Councillor	Clerked by: Sue Squire	
<p>Present: Councillors</p> <p>Mrs L Drake Mrs P Geen J Jessel Mrs M Lewis N Moulder D Pomeroy M Thomas J Wooldridge</p> <p>County Councillor B Parsons from Minute No. 10.</p> <p>PCSO R Rowe</p>	<p>Agenda: -</p> <p>Members to complete their Register of Business Interests Forms for 2017/18</p> <p>Election of Chairman</p> <p>Chairman to read & sign Declaration of Acceptance of Office</p> <p>Election of Vice Chairman</p> <p>Election of Area Advisory Group Representatives</p> <p>To agree the Minutes and other correspondence is sent by email to Councillors with that facility</p> <p>Items raised by members of the public</p> <p>Co-option of Parish Councillor</p> <p>Apologies</p> <p>Declarations of Interest</p> <p>Approval of the Minutes of the Meeting held on 18/4/17 reports</p> <p>Matters Arising</p> <p>Planning & Planning Correspondence</p> <p>Data protection</p> <p>Finance</p> <p>Compliance</p> <p>Correspondence / Notices & Publications Received</p> <p>Matters raised by Councillors / Clerk</p> <p>Date of next Meeting</p>	
		Action:
1.	Members completed their 2017 /18 Register of Business Interests Forms.	
2.	<p>Election of Chairman.</p> <p>Councillor Mrs Drake announced she was not standing for re-election and proposed Councillor Mrs Geen. Seconded by Councillor Thomas.</p> <p>There were no other nominations and Councillor Mrs Geen was willing to stand.</p> <p>Unanimously agreed.</p>	
3.	<p>The Chairman read and signed the Declaration of Acceptance of Office.</p> <p>Newly elected Councillor Mrs Geen expressed appreciation to former Chairman, Councillor Mrs Drake, and felt pleased and honoured to be elected. She saw the Parish Council as a very strong and balanced Committee with a huge depth and breadth of experience equal or better than most rural Parish Councils.</p> <p>She decided to take the role on board knowing there is a good team and one of her first actions would be to attend a New Chairman’s training course. She had chaired a lot of meetings and organisations, but not a Parish Council and would rely on excellent support and guidance from the Clerk.</p> <p>Research had revealed that the role of the Chair had duties and obligations the same as everyone else. The main role was to ensure meetings were run in an orderly manner and the appropriate rules were followed for debates and procedures. The Chair is always elected annually.</p>	

4.	<p>Election of Vice Chairman. It was known that Councillor Bewes was willing to continue as Vice Chairman.</p> <p>Councillor Bewes was proposed by Councillor Mrs Geen and seconded by Councillor Mrs Drake. There were no other nominations. Unanimously agreed.</p>	
5.	<p>Election of Area Advisory Group Representatives. Councillor Mrs Geen had previously represented the Parish Council on the Market and Coastal Towns Initiative (MCTI) and was willing to continue.</p> <p>Proposed by Councillor Mrs Drake that Councillor Mrs Geen continue in this role. Seconded by Councillor Wooldridge. Unanimously agreed.</p>	
6.	<p>To agree the Minutes and other correspondence is sent by email to Councillors with that facility. Proposed by Councillor Mrs Lewis, seconded by Councillor Mrs Drake. Unanimously agreed.</p>	
7.	<p>Items raised by members of the public. None present.</p>	
8.	<p>Co-option of Parish Councillor. A letter expressing interest to be co-opted had been received from Mrs Ros Crout. Mrs Crout was invited to speak about her background and said that she moved to Colscott in 2015. She had previously served on two Parish Councils with 4 years as Chair at the most recent.</p> <p>Councillor Mrs Drake proposed the co-option of Mrs Crout. Seconded by Councillor Pomeroy. Unanimously agreed. Newly elected Councillor Mrs Crout completed and signed the relevant co-option forms.</p>	Clerk to advise TDC
9.	<p>Apologies. Councillors A Bewes, P Bond, M Cornish.</p>	
10.	<p>Declarations of Interest. Councillors Mrs Drake and Moulder declared a Personal Interest in items relating to Common Moor, being Commoners.</p> <p>Councillor Jessel declared a Personal Interest in Minute No. 13.1 being a Member of the Torridge Headwaters Group.</p> <p>Councillor Jessel spoke about the last Parish Council meeting when Common Moor was discussed. No Councillor who had commoners rights had declared an interest at that meeting although the Clerk confirmed that Declarations of Interest had been made at a previous meeting.</p> <p>The following points were raised by Councillor Jessel:</p> <ul style="list-style-type: none"> • Should Declarations of Interest be made at every meeting? • Should the former Chair have presided over discussion (as she has commoners' rights)? • Could there be an impact on decisions which have been taken by the Council, acceptance of grants or insurance cover? • Should there be further discussion about the Parish Council's duties in taking on management of the Moor as we don't yet know what they are? Also who would be willing to take on the job of managing the Moor? <p>Councillor Jessel continued that Mr Rob Dixon of Natural England had registered the Common on the morning of a Parish Council meeting. Councillor Jessel did not recall him advising this at the meeting but other Councillors did remember.</p>	

	<p>The Clerk had spoken to some Councillors and there were a sufficient number to proceed.</p> <p>Councillor Pomeroy reminded Councillor Jessel that at the meeting before last, he (Councillor Pomeroy) had made a proposal to progress and Councillor Jessel had seconded it. Councillor Jessel felt the Parish Council need to know the practicalities.</p> <p>Regarding the points made by Councillor Jessel on Declarations of Interest, Councillor Mrs Geen acknowledged that these were important procedural matters which would be dealt with separately outside the meeting (see also discussion and action recorded in 13.1 below).</p> <p>Councillor Mrs Drake had consulted the Monitoring Officer at Torridge District Council regarding her position and had received a letter which she read to the meeting. She provided a copy to Councillor Mrs Geen.</p>	
11.	<p>Approval of the Minutes of the Meeting held on 18 April 2017. Approved and signed as a correct record after the following was noted:</p> <ul style="list-style-type: none"> ▪ Minute No. 67. Councillor Thomas is a member of the Putford Post Committee. He had previously declared an interest in connection with reimbursement for laptop, laptop bag and hosting charges for the website. ▪ Minute No. 70.1. Third paragraph, fourth line. The word 'form' changed to 'firm'. ▪ Minute No. 70.1. Third paragraph, ninth line. The word 'legal' added before the word 'bog'. ▪ Minute No. 70.1. Page 4. Paragraph seven. The following words were added: Rob Dixon confirmed that the Moor would not be fenced'. ▪ Minute No. 70.1. Page 4. Paragraph eleven. First line. The word 'serious amended to 'series'. ▪ Minute No. 74.1 Fifth line. Amended to 'Phase 2 was broken down into 6 lots and BT 4 lots. 	
12.	<p>Reports.</p> <p>12.1 Police. PSCO Rowe advised there had been two reports in the last year: the theft of one green garden waste bin stolen and one issue of harassment. Sgt Dave Mountain had been based in Holsworthy since December. There were three full time police officers, a Sergeant and three PCSOs, one of which was based in the town and two rural officers. It was not known how many PCSOs would be staying in Holsworthy.</p> <p>Councillor Mrs Lewis advised that a number of laminated posters advertising the Three Villages Festival had been taken down but did not wish it to be investigated. PCSO Rowe pointed out that this was considered to be theft and would obtain more information, then crime it. The benefits of Selecta DNA was reiterated.</p> <p>12.2 County Councillor B Parsons. This was his first visit to the Parish Council meeting, having been recently elected in the Devon County Council Elections. His Division, as a result of the Boundary Commission amendments, now covered thirty Parishes and he would try and attend as often as possible. He had been on the County Cabinet and was a former leader of Torridge District Council. In the life of the new Council, he would be on the Cabinet again and was pleased that Devon County Council had been nominated as one of the best Councils in the country.</p> <p>County Councillor Parsons' background is in business, has a history of education, a foster parent and sits on Babcock Early Development Committee. A former Magistrate and teacher, he has a sporting background. 95% of the schools in Devon are graded Good or Outstanding by Ofsted. He was aware of the difficult time at Putford and Sutcombe Schools and is talking about how to move forward in connection with the proceeds of the sale of the School to come back into the community. He wanted to know what issues were affecting West and East Putford.</p>	

	<p>Councillor Mrs Geen enquired how County Councillor Parsons would communicate. He advised that three days a week would be spent in Exeter. Being on the Cabinet necessitates travelling around the County. The nature of his Portfolio has changed where there is a focus on digital, HR (Human Resources), legal and IT (Information Technology).</p> <p>Councillor Jessel raised the issue of Broadband, feeling there was a danger that Putford is going to be left with poor conditions and asked if there was any kind of pressure as a County Councillor he could put on Openreach.</p> <p>County Councillor Parsons suggested that one of his contacts would be able to help and he would follow this up.</p> <p>Councillor Pomeroy commented that Councillor Parsons had a hard act to follow as former County Councillor Julian did a very good job.</p> <p>12.3 District Councillor R Hicks. Not present. No report received.</p> <p>12.4 Meetings attended by Councillors / Clerk. None.</p>	
13.	<p>Matters Arising.</p> <p>13.1 Common Moor.</p> <p>Further to discussion in Minute 10 above, further investigations would be made and advice sought on how to deal with Declarations of Interest and a report made to the next meeting.</p> <p>Councillor Jessel felt that letters should be sent to Natural England and Devon Wildlife Trust advising the position. Councillors did not agree and felt that advice should be obtained in the first instance.</p> <p>Councillor Pomeroy said that commoners were not going to receive any financial gain. This was questioned by Councillor Jessel based on information from Mr Rob Dixon of Natural England. Councillors noted that Mr Dixon had not mentioned it at the meeting he had attended.</p> <p>Councillor Jessel continued by saying that Mr Dixon had said there would be money over for the Council to use. This had been advised in a telephone conversation, the call being personal in nature when Mr Dixon had asked the financial position of the Council.</p> <p>Councillor Jessel was of the opinion that if the Parish Council is going to manage the Common, it needs as much information as possible. Mr Dixon had said there were other people in this Council's position and it would be useful to have the details so that they can be contacted to know what is involved.</p> <p>It was noted that Buckland Brewer Parish Council own their Common (Thornhillhead) and the Clerk to identify a Parish Council who does not own a Common but manages it.</p> <p>There had been numerous communications since the last meeting and the Clerk gave details.</p> <p>The Clerk advised that the Countryside Stewardship Higher Tier Application had been submitted to Natural England and had been acknowledged.</p> <p>She asked 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.</p> <p>With the help of Natural England, a draft Commoners Agreement had been prepared which was circulated to Councillors. It was felt this matter should be deferred pending more information from another Parish who does not own a Common to see what they had in place.</p>	<p>Clerk/ Chairman</p> <p>Clerk</p> <p>Clerk</p>

	<p>In connection with the application, the Clerk had become a member of the Torridge Headwaters landowner group where a Facilitation Fund application has been submitted to Devon Wildlife Trust.</p> <p>Councillor Jessel advised he was a Member of this Group and was trying to get as many people signed up as possible. Councillor Jessel was prompted, in the circumstances, to declare an interest.</p> <p>An email had been received from Mr Rob Dixon (Natural England) who wrote about the positive steps the Parish Council had taken. It concluded "I have just come out of a team meeting where we talked about our various areas of work. I mentioned Common Moor and how this was a fantastic example of partnership working. In this case, it's the Parish Council, Devon Wildlife Trust and Natural England. Without any one of these, the project would not happen, so we are extremely grateful to the Parish Council for its major role here – and to its Clerk for her achievements in getting to the point of making an initial application.</p> <p>13.2 Broadband. It was noted that a letter had been sent to Open Reach asking for clarity on the present position and future plans and a reply received suggesting that an internet link was followed. The Clerk had looked at all the Postcodes of Councillors and noted the following two pieces of information in respect of various Postcodes: 'Cabinet enabled for superfast fibre. Not able to order yet. This might be because the length of the line is too long to get superfast speeds. We're actively looking at other options'. 'We're working with the government and industry to bring superfast fibre to as many people as possible, but don't have a plan for your area yet. You might consider co-funding fibre access in your community. Knowing there's a healthy demand in your area can also really help'.</p> <p>There was a link to the co-funding details and this had been printed for the meeting to give further information.</p> <p>Putford is in one of the two lots which had not been allocated. County Councillor Parsons advised his colleague Mr Matt Barrow was progressing this with BT as there had been an issue about value for money.</p> <p>13.3 Sign at West Putford Hill Bridge. Councillors decided that no action should be taken.</p> <p>13.4 Three Villages Festival. Councillor Mrs Drake had personally written to the Parochial Church Council expressing her regret that the Putford part of the Festival had to be held at Abbots Bickington. She read the letter to the meeting.</p> <p>Rev Richard had replied, as the letter had been copied to him and this was read. There appeared to be a misunderstanding about the Festival as the PCC had not refused to host an event in Putford Church. The issue was insurance and that a PCC Member must be part of the Committee event. No Members of the PCC from Putford were on the Three Villages Committee.</p> <p>The PCC Secretary had contacted the Church's insurers, Ecclesiastical who had not been able to extend the insurance. One day insurance cover proved to be too expensive and the PCC had acted within the rules of the insurance.</p> <p>The Three Villages Festival had replied to Rev Richard.</p>	Next Agenda
14.	<p>Planning and Planning Correspondence. 14.1 The following Application was considered: 1/0354/2017/FUL – Conversion and extension of existing outbuilding to form an annexe – Little</p>	Clerk

	<p>Thriverton, West Putford. It was resolved to recommend approval.</p> <p>14.2 Planning Correspondence: The following TDC Decision Notice was noted: APPROVAL for Application 1/0017/2017/CPL – Certificate or proposed lawful development – 1 Powlers Piece Park, Putford.</p> <p>The following TDC Decision Notice was received after the Agenda had been published:</p> <p>APPROVAL for 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.</p>																																					
15.	<p>Data Protection. The Clerk suggested that the Parish Council is registered with the Information Commissioners Office. The cost for registration is £35.00. Proposed by Councillor Mrs Drake to proceed. Seconded by Councillor Mrs Lewis. Unanimously agreed.</p>	Clerk																																				
16.	<p>Finance. 16.1 Balances. Lloyds Bank Treasurers Account as at 3 April 2017: £4,458.50</p> <p>Budgetary figures for April 2017 were circulated to Councillors. This was a new piece of internal audit control introduced by the Clerk for the benefit of Councillors.</p> <p>16.2 The following payments were approved and authorised:</p> <table data-bbox="215 958 1220 1198"> <tr> <td>Mrs S Squire</td> <td>Salary (2 months) net of PAYE</td> <td>£166.74</td> <td></td> </tr> <tr> <td></td> <td>Countryside Stewardship Salary (overtime)</td> <td>£ 106.50</td> <td></td> </tr> <tr> <td></td> <td>Contribution towards broadband (2 months)</td> <td>£ 3.00</td> <td></td> </tr> <tr> <td></td> <td>Photocopying</td> <td>£ 29.10</td> <td></td> </tr> <tr> <td></td> <td>Postage</td> <td>£ 10.00</td> <td>£315.34</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td></td> <td>£ 68.40</td> </tr> <tr> <td>Information Commissioners Office</td> <td>Data Protection Registration</td> <td></td> <td>£ 35.00</td> </tr> </table> <p>Following the publication of the Agenda, Community First Insurance had sent the renewal documents for the Parish Council's insurance policy (not to be confused with the Public Liability Policy in respect of work on Common Moor), renewable on 1 June 2017 at a premium of £173.76. Councillors were in agreement for a cheque to be issued and authorised, despite it not appearing on the Agenda.</p> <table data-bbox="215 1467 1220 1568"> <tr> <td>Community First Trading</td> <td>Renewal of insurance policy due on 1/6/17</td> <td>£173.76</td> <td></td> </tr> <tr> <td>Julie Snooks</td> <td>2016/17 Internal Audit Councillors were also in agreement for this cheque to be paid which was not appearing on the Agenda</td> <td>£ 50.00</td> <td></td> </tr> </table> <p>16.3 To approve the accounts for the year ended 31 March 2017. Proposed by Councillor Moulder, seconded by Councillor Pomeroy. Unanimously agreed.</p> <p>16.4 2017 Annual Return. 16.4.1 To approve Section 1 – Annual Governance Statement. The Clerk read the questions to the meeting. Proposed by Councillor Mrs Lewis that the answers to all the questions was 'yes' and for the Chairman and Clerk to sign Section One. Seconded by Councillor Wooldridge. Unanimously agreed.</p> <p>16.4.2 To approve Section 2 – Accounting Statements. Proposed by Councillor Moulder that the Chairman and Clerk sign Section Two. Seconded by Councillor Mrs Drake. Unanimously agreed.</p>	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	Community First Trading	Renewal of insurance policy due on 1/6/17	£173.76		Julie Snooks	2016/17 Internal Audit Councillors were also in agreement for this cheque to be paid which was not appearing on the Agenda	£ 50.00		<p>Clerk</p> <p>Ch.No.320 Ch.No.321 Ch.No.322</p> <p>Ch.No.323 Ch.No.324</p> <p>Clerk to send to external auditor</p>
Mrs S Squire	Salary (2 months) net of PAYE	£166.74																																				
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	<p>16.5 To approve the signature of the 2017 Statement of Internal Control. Proposed by Councillor Wooldridge that the Chairman and Clerk sign the Statement. Seconded by Councillor Thomas. Unanimously agreed.</p> <p>16.6 It was noted 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.</p> <p>16.7 The Pensions Regular. It was noted that the Government Gateway ID had been obtained in preparation for the Declaration of Compliance to be completed after the staging date of 1 July 2017 has passed.</p> <p>16.8 Putford Post. Email of thanks for donation of £100 towards a new printer.</p> <p>16.9 Lloyds Bank. Form for Councillors to sign to progress internet banking on a view only basis. Proposed by Councillor Mrs Crout, seconded by Councillor Mrs Drake. Unanimously agreed.</p> <p>16.10 TDC. It was noted that the first instalment of the 2017/18 Precept, amounting to £1,250.00 had been credited to the current account.</p> <p>16.11 PSP Insurance and Financial Solutions. It was noted that a payment receipt had been received in respect of the Public Liability Policy in connection with Common Moor.</p> <p>16.12 VAT Reclaim. It was noted that a reclaim had been submitted in the sum of £73.67 in respect of the period 01/04/15 – 31/03/17.</p>	<p>Clerk</p>
<p>17.</p>	<p>Compliance. The Clerk suggested the adoption of Standing Orders and Financial Regulations based on the model document from the National Association of Local Councils which she had tailored to suit the Parish Council.</p> <p>Proposed by Councillor Jessel to adopt both documents. Seconded by Councillor Mrs Lewis. Unanimously agreed.</p> <p>The following documents currently in place, with the exception of the Safeguarding Policy, were reviewed, having been sent to Councillors ahead of the meeting to study.:</p> <ul style="list-style-type: none"> Freedom of Information Publication Scheme General Risk Assessment Equal Opportunity Policy – a minor amendment to change the word ‘Committee’ to ‘Council’ Complaints Procedure Safeguarding Policy – new for this year <p>Proposed by Councillor Mrs Drake to adopt. Seconded by Councillor Thomas. Unanimously agreed.</p>	<p>Clerk to update</p>
<p>18.</p>	<p>Correspondence / Notices & Publications Received – were placed on the table to see and read. There was no correspondence to consider.</p>	
<p>19.</p>	<p>Matters raised by Councillors /Clerk.</p> <p>19.1 Item requested by Councillor Cornish. Mobile phone signal. This was deferred to the next meeting when it was hoped Councillor Cornish would be present to give further details of the reason he had raised this.</p> <p>19.2 Item requested by Councillor Thomas. Parish Council Procedures.</p>	<p>Next Agenda</p>

	<p>Councillor Thomas felt that when a request is received asking the Parish Council for a donation, that the relevant paperwork was circulated in advance of the meeting for Councillors to study. This followed on from the request for funding by the Putford Post and the TAP (Town and Parish) Fund application submitted by Bradworthy runners. If Councillors have all the facts in front of them, this could obviate the need for a detailed debate at the meeting.</p> <p>Additionally, the TAP (Town and Parish) Fund application submitted in respect of Bradworthy Runners had not given any details to the Parish Council, their accounts had not been requested and a limited amount of information had been given.</p> <p>Councillor Thomas felt there should be a more robust way of dealing with requests for donations to protect the Parish Council and this was acknowledged.</p> <p>Councillors recalled that the Parish Council had, in the past, a Grant Giving Policy until it was rescinded. Councillor Moulder suggested that an application form was drafted for approval.</p> <p>19.3 Councillor Thomas requested that the draft Minutes were made available within two weeks of the meeting to give Councillors the opportunity of refreshing their memories and to deal with any actions, rather than receiving the Minutes a week before the meeting. The Clerk agreed to ensure that the Minutes were prepared within two weeks of the meeting.</p> <p>19.4 Councillor Mrs Geen asked for approval to attend a new Chairman's Training Course. Proposed by Councillor Mrs Lewis, seconded by Councillor Mrs Drake. Unanimously agreed.</p>	<p>Next Agenda</p> <p>Clerk</p> <p>Clerk to book</p>
20.	<p>Date of next Meeting: Tuesday, 10 July 2017 at 7.30pm in Bradworthy Primary Academy.</p> <p>The meeting ended at 9.47pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Election of Chairman, Vice Chairman and Area Advisory Group Representative ➤ Agreement that correspondence is sent to Councillors by email with that facility ➤ Co-option of Councillor Mrs R Crout ➤ Minutes of 18 April 2017 ➤ Planning ➤ Data Protection Registration with the Information Commissioners Office ➤ Payments ➤ Accounts for the year ended 31 March 2017 ➤ Sections 1 and 2 of the 2017 Annual Return ➤ 2017 Statement of Internal Control ➤ Completion of form for internet banking on a view only basis ➤ Standing Orders, Financial Regulations, Freedom of Information Publication Scheme; General Risk Assessment, Equal Opportunity Policy, Complaints Procedure, Safeguarding Policy ➤ Councillor Mrs P Geen to attend a New Chairman's Training Course 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of West & East Putford Parish Council:</p>	<p>Date:</p>	