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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 P GEEN, Lovelake, North Worden, West Putford, Holsworthy,  EX22 7UZ. Tel: 01409 261537. | | |
| **TO ALL COUNCILLORS:**  You are hereby summoned to a Parish Council Meeting on **Wednesday, 20 September 2017 in Bradworthy Primary Academy** at 7.30pm. The Agenda is detailed below.  Sue Squire, Parish Clerk. 14 September 2017 | | |
| **No.** | **Item** | **Mins** |
|  | **Mr M Barrow, DCC will give a talk on broadband in West and East Putford.** | **15** |
| 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.* | **3** |
| 2. | **Apologies.** Councillor M Thomas. | **1** |
| 3. | **Declarations of Interest.** | **2** |
| 4. | **Approval of the Minutes of the Meeting held on 10 July 2017 and 8 August 2017.** | **2** |
| 5. | **Reports:**  **5.1 Police.**  **5.2 County Councillor B Parsons**  **5.3 District Councillor R Hicks.** The Chairman to advise on her communication regarding attendance at meetings.  **5.4 Meetings attended by Councillors / Clerk.** Councillor Mrs Geen will report on her attendance at a Joint Area Advisory Group meeting on 14/9/17. | **10** |
| 6. | **Common Moor.**   * **Dispensation.** A reply has been received from the Monitoring Officer at TDC regarding Dispensations as a follow up to the meeting with him on 29/6/17 by Councillors Mrs Geen, Mrs Drake and the Parish Clerk.   To note that a letter has been sent to the four Parish Councillors who have commoners interests advising that they should officially request a Dispensation  To further note that following further enquiries, the draft Dispensation considered at the meeting on 10/7/17 was recommended to be worded granting the Dispensation for the life of the Council (May 2019) and not reviewed at each meeting. The document would be reviewed in the event of commoners receiving payments.   * **To ratify the decision made at the meeting on 8 August 2017 that the Parish Council should proceed with the management of Common Moor.** Subject to this decision, commoners to then be advised of the decision.   Confirmation of final negotiations from Natural England has been received. The agreement deadline for return is 30 September 2017.   * **To agree Terms of Reference** and appoint a Leader of the Group. Draft Terms of Reference have been circulated to Councillors separately. * **Expenses in connection with Common Moor.** Countryside Stewardship Higher Tier payments are due to be received from October 2018. It could be as early as August 2018 or as late as December 2018.   A detailed budget projection will be supplied for Councillors perusal.  In order to fund payments between November 2017 and October 2018, **a proposal will be made to temporarily withdraw the sum of £2,000 from the National Savings and Investment Account on the understanding that this money will be repaid when the first payment from Natural England is received.**  Detailed advice has been taken in this connection and other avenues explored where it has been advised that the Parish Council is not eligible to apply for funds from County Councillor Parson’s Locality Grant or Torridge District Council. A personal loan from an individual was not recommended.  To agree the completion of the withdrawal form.   * **Scrub Clearance.** To note that six contractors have been invited to submit a quotation for this work to be carried out in Year 2 of the Agreement. * **Wildlife Risk Assessment.** A draft document has been prepared and will be dealt with by the Advisory Group. * **Management Plan for Barrows.** The Clerk will advise the details and recommend that the Plan is agreed. * **Implementation Plan (PA1).** It is necessary to complete this in order for DWT (Devon Wildlife trust) to be paid for the Management Plan at a cost of £1,100. This is a separate agreement with its own agreement reference for just this one item. * **Independent Legal Advice.** Councillor Mrs Geen to give an update. * **DEFRA Animal Health.** Form received for completion. This will be dealt with by the Advisory Group. | **40** |
| 7. | **Matters Arising.**  **7.1 Mobile Phone Signal.** Representations have been made to County Councillor Parsons.  **7.2 Grant Giving Policy.** To note that the wording has been amended as agreed on 10/7/17. | **5** |
| 8. | **Planning and Planning Correspondence.**  **At the time of preparing the Agenda, there were no Planning Applications to consider.**  **8.1 Planning Correspondence:** To note the following TDC Decision Notice:  APPROVAL for Application 1/0629/2017/FUL – Erection of agricultural building at Stowford Park, East Putford. | **2** |
| 9. | **Finance.**  **9.1 Balances.** To be tabled at the Meeting.  Budgetary figures to the end of August 2017 will be tabled.  **9.2 To authorise the following payments:**  **Mrs S Squire**  Salary (2 months) net of PAYE £208.34  Countryside Stewardship Salary (overtime) £219.50  Contribution towards broadband (2 months) £ 3.00  Photocopying £ 13.45 **£444.29**  **HMRC** PAYE **£ 85.60**  **9.3 2016/17 Accounts.** To note that Grant Thornton, External Auditors, have completed the audit of the 2017 Annual Return which has been signed off as satisfactory and no comments made.  **9.4 HM Revenue and Customs.** To note that a VAT reclaim has been submitted for the period 1/4/15 – 31/3/17 in the sum of £73.67 which has been credited to the current account.  **9.5 Variation Mandate to enable all Councillors to be cheque signatories.** At the suggestion of the bank, previous requests should be cancelled and a new Mandate completed. The form will be brought to the meeting.  **9.6 Lloyds Bank.** Letter regarding updating of the business account. | **10** |
| 10. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.**  **10.1 Kier.** Details of new revised diversion route for proposed road closure. Kier has applied for a road closure to complete South West Water utility works outside Briary Fields, East Putford from 2 – 6 October.  **10.2 North Devon Hospice.** Letter encouraging organisations to hold a harvest supper in aid of the Hospice. | **5** |
| 11. | **Matters raised by Councillors /Clerk.**  **11.1 Clerk’s Leave.** 7 – 18 October 2017.  Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda. The Clerk will give an update of the Code. | **5** |
| 12. | **Part B Confidential.** If there are members of the public present at this point of the meeting, they will be asked to leave. | **15** |
| 13. | **Date of next Meeting:** Tuesday, 21 November 2017 at 7.30pm in Bradworthy Primary Academy.  The Clerk will ask if this date can be changed to either Monday, Tuesday or Wednesday, 13/14/15 November at 7.30pm. | **5**  **TOTAL**  **120** |